



Australian
Shareholders'
Association

Title: Advocacy Coordinator
Sector: Not for profit entity/Shareholders' Association
Reporting to: Policy & Advocacy Manager
Location: Sydney CBD
Employment type: Permanent full-time

Purpose of the role

- Support administration of Australian Shareholders' Association's (ASA) policies, key company monitoring activities, advocacy, research and other related activities.
- Assist our volunteer cohort to pursue the public good of protecting the interests of Australian independent investors.

About you

- At least 2 years' experience in administration
- Working knowledge of MS Office
- Good communicator both written and verbal.
- Relationship building skills, to aid interaction with multiple stakeholders, especially ASA volunteers.
- Excellent organisational skills and time management
- Team player with a solution-focused approach

The following would be an advantage:

- Customer service experience
- Exposure to customer relationship management software (we use iMIS), basic html
- Interest in financial literacy, shares (ASX listed companies) and corporate governance.

See position description, below.

If you would like to discuss the role further, please contact Fiona Balzer at Fiona.balzer@asa.asn.au
Applications must address the key selection criteria and include a cover letter and resume, and should be emailed to Fiona.balzer@asa.asn.au by close of business Friday 17 April 2021.

Applicants must be an Australian citizen or eligible to work in Australia.

About Australian Shareholders' Association

We are an independent, not-for-profit organisation dedicated to improving the standard of corporate governance and promoting the interests of independent shareholders. Our advocacy is aimed at ensuring the ASA is the strong, collective voice of individual investors. More information can be found at www.australianshareholders.com.au.

Position description

Experience required:

- Good attention to detail
- Working with a small team
- Working with stakeholders
- MS Office

Advantageous

- Working with customer relationship management software (CRM) and basic html
- Interest in financial literacy, shares (ASX listed companies) and corporate governance.

Position Description

In the area of Policy & Advocacy:

- Maintain website entries and database relating ASA's company monitoring activities.
- Maintain website page "ASA in the news", gather references.
- Assist with publication of Advocacy weekly email – create pictures in Canva.
- Edit AGM Reports for inclusion in EQUITY magazine (standardise length and content)
- Compile standing proxy forms and email completed forms to requesting shareholder.
- Administer ASA forum
- Set up webinars and Zoom meetings.
- Share duties to inform monitors of proxy and login details for virtual AGMs.
- Attend to enquiries from members and non-members via phone, email, and post for Policy & Advocacy

More broadly:

- Office admin support, assisting with phone enquiries and office relief
- Assist organising face-to-face meetings – room bookings, ordering catering where required