**Position description, Fungimap Coordinator**

28 April 2020

The Fungimap Coordinator is responsible for the overall coordination of Fungimap, bookkeeping, reporting, communications, merchandise, members and volunteers.

## Responsibilities

* Oversee **day-to-day operation** of Fungimap, provide efficient and timely services to the Committee of Management, members, and the general public.
* Co-ordinate **finances**, ensure transactions are entered into the MYOB accounts, online shop orders are filled and debtor tracking are all carried out promptly. Manage stock levels and keep customers satisfied.
* Attend quarterly **Committee of Management meetings**, usually online. Provide reports and recommendations to the Committee so it is up-to-date with progress and issues.
* Ensure that **procedures** are documented
* Prepare and manage **budgets**.
* Ensure incoming **correspondence** is answered or otherwise redirected as soon as possible.
* Participate in preparation of **strategic plans**.
* Engage with members, keep the **membership** register up to date and process membership payments and renewals.
* Ensure compliance with not-for-profit sector **reporting obligations**.
* Recruit, train and supervise **volunteers** to ensure an adequate number for tasks at hand, ensure volunteers are supported and happy with the work that they do.
* Coordinate preparation and distribution of **communications**, including e-news and social media, and assist in keeping the website up-to-date.
* Assist in setting up events and **projects**, including grant applications, so that high quality outcomes are delivered, and grant conditions are fulfilled

**Experience & Knowledge**

* Experience managing **relationships** with volunteers, external partners and stakeholders
* Experience with book-keeping and managing e-commerce, and the MYOB financial software package or equivalent
* Experience with preparing newsletters and engaging with social media

**Skills & attributes**

* A **keen interest in fungi** and citizen science
* Excellent keyboard and editing skills and ability to use spreadsheet and image editing programs
* Excellent **people skills** for dealing with a wide range of people
* Ability to coordinate a variety of tasks, plan and monitor parallel tasks, and to work to deadlines under minimal supervision

**Conditions of employment**

Casual employment of 10 hours per week, potentially long term and with flexibility, by arrangement. Hourly rate is $30.00 plus superannuation.

Fungimap does not operate from a physical office so work must be carried out at home or by other workplace arrangement. The Coordinator will be expected to carry bookshop stocks at their workplace.

Out-of-pocket expenses, including software, postage, stationary etc. will be reimbursed by Fungimap.

**About us**

Fungimap Inc. was first established in 1996 and incorporated in Victoria in 2005as a not-for-profit association with an elected Committee of Management. Fungimap has members in all States.

**What Fungimap does**

We spread the word about the **ecological importance** of fungi. We advocate for fungal **conservation and investment** in mycology. We assist by providing online field guides and tools for identification, help with conducting fungi forays and observation record templates.

We maintain a website, publish enewsletters and occasional blogs. We publish and sell **books and leaflets** on fungi and provide links to other sources of knowledge.

We assist with mapping the**distribution of fungal species** over time around Australia and encourage people to submit records to iNaturalist and hence to the Atlas of Living Australia.

We use the data from observations and the work of mycologists and researchers to inform government and the broader community about the ecological importance of fungi and the need for much more research and protection to avoid species loss.