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| Yellow-eyed Penguin Trust Application Form  (Please complete & submit with covering letter & CV) | |
| Vacancy: | Administrator |
| Closing time / date | 12noon, Tuesday 3 December 2019 - *applications will be considered immediately upon receipt.* |

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| **Name** | | | |
| **Mobile Phone** | **Email** | | |
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| **Key Competencies:** | | | |
| Xero Accounting system | Yes / No | Comment: | |
| Database management systems (Experience with Infoodle preferred) | Yes / No | Comment: | |
| Website management  (Wordpress) | Yes / No | Comment: | |
| Social Media management  (Facebook & Twitter) | Yes / No | Comment: | |
| General fundraising experience | Yes / No | Comment: | |
| **Volunteer & community group experience:** | | | |
| **FOR YEPT USE** | | | |
| Comment | | | Interview |