Aberdeen Climate Action

Role: Administration Team Member

Time commitment	Support	How to apply
Flexible and can be shaped around the volunteer's availability. The role involves regular tasks around meetings and membership.	You will be supported by the Admin & Internal Communications Team lead. The role can be shared between volunteers (e.g. meeting coordination; membership and file management, etc)	Fill in our online form, or email us at info@aberdeenclimateaction.org

Description:

We are looking for an organised, reliable and collaborative person, with an interest in helping a volunteer-led organisation run smoothly behind the scenes. You should be comfortable with routine administration, clear written communication and online tools such as Google Drive, Google Groups, calendars and Zoom.

How does the role help ACA?

This role helps keep ACA's volunteers connected, informed and organised. It supports meetings, membership administration, internal communications and shared files, helping the organisation's day-to-day systems work consistently.

What does the role involve?

- Help coordinate ACA meetings, including Zoom links, calendar invitations and agendas.
- Take clear notes and action points at meetings and keep minutes organised.
- Follow up agreed actions and maintain the action tracker.
- Help recruit and welcome new ACA members.
- Help keep membership lists and internal communications up to date, supporting clear, consistent communication across the organisation.
- Help organise and maintain ACA's shared Google Drive and internal documents.
- Tasks can be shared according to volunteers' interests and availability.

Skills/experience needed for this role

- Organised, reliable and able to keep track of details.
- Comfortable using email, Google Drive, Google Groups, calendars and online meeting tools.
- Clear and friendly in written communication.
- Comfortable handling routine administrative tasks and able to work independently, following agreed procedures.
- Happy working collaboratively with other ACA volunteers.
- Previous admin experience is useful but not essential if you are willing to learn.