

ADMINISTRATIVE OFFICER

Publications / Communications

Publications

Co-ordinating ASTI publications including:

Assisting in planning publications; researching and compiling content; drafting content; copy-editing; proofreading; liaising with contributors; co-ordinating production schedules; publications administration work; filing/ maintaining records; liaising with external graphic designers/ printers/ distributors; responding to members' queries regarding publications; maintaining/ producing distribution lists/ labels.

Online Communications

Assisting in planning web and social media communications; drafting/ producing digital content (text/ images/ videos); copy-editing; proofreading; liaising with ASTI personnel/ contributors; scheduling/ administering ASTI website and ASTI social media accounts; liaising with external web/ database company; liaising with personnel/ members regarding online communications.

Annual Convention

- Assisting with preparation for/ attending Annual Convention and Special Convention.
- Drafting Annual Convention and Special Convention reports for ASTI publications.
- Assisting in administrative capacity at Annual Convention and Special Convention, as required.

ASTI Events / Conferences

- Attending ASTI Events and conferences, as required.
- Drafting reports for ASTI publications.
- Assisting in administrative capacity at ASTI events and conferences, as required.

General Duties

- Assisting with general research for ASTI.
- Responding to queries and providing information to members and others, as appropriate.
- Co-operating with the provision of cover for absent colleagues, as required.
- Co-operating with clerical and secretarial duties as arise from time to time.

Maintaining and protecting the confidentiality of all documents relating to the work of the ASTI.