

**Job Title:** Sadaqa Boxes Collections Officer

**Location:** Sydney, NSW

**Position Type:** Casual

**About the Organisation:**

At Al-Ayn, we are dedicated to providing orphaned children living in poverty with the resources and opportunities needed to overcome their challenging circumstances. We believe that when a child realises their potential, it not only transforms their future but also positively impacts their families, communities, and society as a whole. Our mission is driven by our core values of transparency, dignity and empowerment.

**Position Summary:**

The Sadaqa Box Collections Officer will play a vital role in supporting Al-Ayn's charitable efforts across Sydney. This role involves the collection, distribution, and secure handling of Sadaqa boxes, along with general administrative support. The ideal candidate will be trustworthy, organised, and committed to upholding the values of Al-Ayn.

**Key Responsibilities:**

- **Collection:** Pick up Sadaqa Boxes from homes, businesses, and other distribution points across Sydney.
- **Distribution:** Deliver new or replacement Sadaqa boxes to designated locations.
- **Security:** Ensure all boxes are locked securely before and after collection.
- **Documentation:** Maintain accurate records of box locations, pickups, and drop-offs.
- **Transport:** Safely transport Sadaqa boxes and funds to the designated office or deposit location.
- **Administrative Support:** Assist with data entry, filing, record-keeping, and other general office tasks as required.
- **Event Support:** Provide logistical assistance during fundraising or awareness events.
- **Communication:** Liaise professionally with donors, community members, and internal team members.

**Key Requirements:**

- A current and valid driver's license.
- Reliable access to a vehicle.
- Strong attention to detail and a high level of integrity.
- Good communication and interpersonal skills.
- Basic computer literacy (Microsoft Office, email, data entry).
- Ability to work independently and as part of a team.

- Commitment to Al-Ayn's mission and ethical standards.

**Desirable:**

- Ability to communicate in Arabic and/or Farsi.
- Knowledge of local Sydney suburbs.