CALL FOR

EXPRESSION OF INTEREST



Photo by Ruben Buhagiar

ROLE OF ADMINISTRATOR

FOR THE MALTA PHOTOGRAPHIC SOCIETY



Part-time or Full-time basis

THIS IS A PAID JOB

Main Responsibilities of the position : Day-to-day running // Administrative work involving projects // E-mail Communication // Liaison with Executive Committee //Funding Applications // Keeping accounts // Attending monthly EXCO meetings // Keep record of minutes // Upkeep of MPS social media pages // Coordinating Courses

A chance to gain invaluable experience in running an NGO and chance to make contacts and friends You do not need to be a photographer, but if you wish we'll make you one!

> Interested people who would like to know more can contact Stephen Buhagiar – President – <u>chairman@mpsmalta.com</u> – Tel 7989 -4901 Ruben Buhagiar – Secretary – <u>info@mpsmalta.com</u> – Tel 99-999-007