

Administrative Assistant

Reports to: Communications Manager

Work Type, Location: Permanent, Surry Hills

- Jumpstart your career with a small, passionate and supportive NFP team: great leave and benefits
- Entry level role for someone with a keen eye for detail: Aboriginal and Torres Strait Islander People are strongly encouraged to apply
- Strong organisational and time management skills a must

About AIEF

hard hearts, soft hearts, capable hands

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

www.aief.com.au

The Role

Reporting to the Communications Manager, the Administrative Assistant is responsible for reliably delivering a diverse range of administrative responsibilities, often to tight or competing deadlines, with an attention to detail. This role supports the Engagement Team which is responsible for managing and maintaining effective relationships with existing and potential major partners and stakeholders, supporting the AIEF brand and reputation and communicating AIEF's key messages.

Key Responsibilities

- Administrative support for major partners, stakeholders and advocates including correspondence, filing and reporting.
- Administrative support to the Communications Team for mass marketing initiatives and other projects (mass emails and bounces, AIEF Compendium Online, yearly NET Promotor Score Survey).
- Preparing and researching for documentation including correspondence and reports.

- Audits of and regular updates to maintain the CRM database.
- Diary management and travel arrangements.
- Expense reconciliation.
- Attend events and support delivery of these as a member of the Engagement Team.
- Managing the AIEF Gallery including annual distribution of Dreaming Panels.
- Ensure accuracy and completeness of relevant data for reporting and evaluation.

The Person

The right person for this role is a well-organised, enthusiastic, results driven self-starter who has:

- Motivation for AIEF's mission and alignment with AIEF values.
- Experience in administration work.
- Excellent communication and interpersonal skills.
- Strong organisational and time/priority management skills.
- A strong sense of teamwork and pitching in.
- Proficiency in Microsoft Office (Word, Excel and Outlook) and CRM systems.
- A systematic and professional approach to work, with a high level of attention to detail.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

To Apply

Please send your resume with a one to two page cover letter addressing the criteria that are listed under "The Person" to jobs@aief.com.au. Please also include where you saw this advertisement.

Applications close midday Thursday 3 December 2020

Aboriginal and Torres Strait Islander People are strongly encouraged to apply