

## **About AIEF**

*hard heads, soft hearts, capable hands*

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.

## **The Role**

- Jumpstart your career with a small, passionate and supportive NFP team: great leave and benefits
- Perfect role for lovers of data entry, administrative support and scheduling
- High attention to detail with the ability to follow procedures a must

Reporting to the Programs Director, the Administrative Assistant is responsible for reliably delivering diverse administrative responsibilities, often to tight or competing deadlines, with a high level of attention to detail.

This role supports the Pathways Team and Scholarships Team responsible for delivering core AIEF Programs to Educational Partners and Scholarship Students.

## **Key Responsibilities**

- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity, including data entry and regular auditing
- Ensure accuracy and completeness of relevant data for reporting and evaluation
- Diary management of Programs related activities
- Minutes and note taking of meetings
- Prepare weekly and monthly reports
- Maintain register of policies and procedures
- Diary management and travel arrangements for the Programs Director and Deputy CEO
- Prepare correspondence
- General filing
- General research
- Administrative support

## **Selection Criteria**

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
- Willingness to learn
- High level of attention to detail
- Strong organisational and time/priority management skills
- A strong sense of teamwork
- Proficiency in Microsoft Office (Word, Excel and Outlook) and CRM systems
- A systematic and professional approach to work

Sydney and Brisbane locations available.

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

### **The Reward**

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

To apply for this position please send your resume with a cover letter (maximum two pages) addressing the Selection Criteria to [jobs@aief.com.au](mailto:jobs@aief.com.au).

Please apply as soon as possible, applications are considered as they are received.

*Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.*

*We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.*