

Employment Coordinator

About AIEF

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

By providing scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities, as well as further mentoring and career support, AIEF assists students to stay at school, complete Year 12 and make a successful transition from school to careers.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

www.aief.com.au

The Role

Reporting to the Partnerships and Communications Director, and working closely with AIEF student and graduate advisors, the Employment Coordinator will be responsible for the development, implementation and management of a system that connects scholarship students and graduates with opportunities offered by AIEF Corporate Partners that match their skills, interests and aspirations.

The role also involves working closely with corporate partner representatives responsible for human resources, Indigenous careers and Reconciliation Action Plans (RAPs).

Key Responsibilities

- Identify and research employment opportunities and pathways at AIEF Corporate Partners, including graduate, traineeship, apprenticeship, general intake and location based opportunities.
- Develop and implement strategies to inform AIEF student and graduate advisors about AIEF Corporate Partners and the employment opportunities they offer.
- Develop and implement strategies to support advisors to connect students and alumni with employment opportunities at AIEF Corporate Partners including a system to track their progress through recruitment processes in real time.
- Maintain relationships with relevant employment contacts within AIEF Corporate Partners and foster indirect and direct relationships between advisors and these contacts.
- Work with the Communications Coordinator to develop strategies and materials to assist advisors to promote corporate partner employment opportunities to students and alumni.
- Assist the Partnerships and Communications Director to maintain effective relationships with corporate partners by ensuring contractual requirements are met on an ongoing basis.
- Assist the development and implementation of strategies to build internal awareness of corporate partners and a whole team approach to supporting stakeholder/client management.

- Assist the development and implementation of other employment structures such as the AIEF Tertiary Internship Scholarship.
- Developing policies, procedures, strategies, submissions and proposals as required.
- Ensure accuracy and completeness of relevant data for reporting and evaluation.

Selection Criteria

The right person for this role is motivated by AIEF's mission and values and:

- Has experience working with Indigenous youth and a strong understanding of the experiences of young people seeking employment
- Has demonstrated experience working with corporate clients and stakeholders, preferably related to internships and/or in the employment space
- Is a highly skilled communicator with an ability to build effective and professional relationships with AIEF Corporate Partners, other external stakeholders and across teams within AIEF
- Demonstrates the ability to build processes and systems in collaboration with other stakeholders
- Has experience and a high degree of capability in building awareness of programs and processes across multiple teams within an organisation

Aboriginal and Torres Strait Islander people are encouraged to apply.

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 short cover letter addressing the selection criteria to jobs@aief.com.au. Please also include where you saw this advertisement.

Please Note: Applications will be checked on a regular basis. Please write your cover letter and send with your CV as soon as you can!