



Administration Assistant

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 must complete Year 12 or tertiary studies with career support to help them successfully transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1200 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 Administration Assistant is responsible for reliably delivering a diverse range of administrative responsibilities, often to tight or competing deadlines.

This role sits in the Engagement space, which encompasses the Partnerships and Communications Teams. As the Administration Assistant in the Engagement Team you will work to support various teams which will expose you to a broad range of tasks and responsibilities.

In this role you will be responsible for supporting the teams to facilitate effective relationships with existing and potential major partners and stakeholders. You will use your high attention to detail to complete data entry, create event plans, support the delivery of events, uphold AIEF brand reputation with written and verbal communications and CRM data base maintenance.

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
- Preparing and researching documentation including correspondence and reports
- Audits of and regular updates to maintain the CRM database
- Diary management and travel arrangements
- Administrative support for delivery of events, including planning and correspondence, RSVP management, and venue and activity research
- Attend events and support delivery of these as a member of the Engagement Team
- Ensure accuracy and completeness of relevant data for reporting and evaluation

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
- 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 (desirable)
- A systematic and professional approach to work, with a high level of attention to detail.

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.

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

This position is based in our Sydney office in Surry Hills.

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

Application Information

To apply for this position please send your resume and a cover letter (maximum two pages) addressing the selection criteria to 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 LGBTQIA+ community, and people from culturally diverse backgrounds.