



POSITION DESCRIPTION

JOB DESCRIPTION	
Job Title:	Senior Administrative Officer
Job Type:	Part time: 24 hours (Mon, Tues, Wed & Thurs) 12 month contract
Department/Location:	Eva Besen Centre, 131-133 Hawthorn Road, Caulfield Junction
Manager/Supervisor:	CEO
ABOUT THE ORGANISATION & THE ROLE	
<p>NCJWA Vic, is a vital voice for women and girls in the Jewish and broader communities. We are seeking an experienced administrative officer to provide a supporting role to staff and volunteers engaged in programs, advocacy and events.</p> <p>This is key role, initially a one year appointment, will appeal to a dynamic, results oriented, well organized, service oriented person with excellent communication skills and experience in managing client content management systems</p> <p>Reporting to the CEO, the successful candidate will have relevant qualifications and experience (minimum 5 years), including working in the Not for Profit Sector, as well as a police check and working with children check.</p> <p>Experience using Salesforce and in working with volunteers would be an advantage.</p>	
BENEFITS	
<ul style="list-style-type: none"> • Rewarding opportunity to be part of a dynamic women’s organization empowering women and girls through programs, events and advocacy • An attractive remuneration package with general salary packaging benefits • Being part of a friendly, collaborative team that is welcoming and supportive and enjoy making a difference 	
KEY DUTIES/RESPONSIBILITIES	
<p>office operations</p> <p>Working with the Office Administrator:</p> <ul style="list-style-type: none"> • maintain professional and friendly communications as the first point of call for general external enquiries and correspondence • coordinate office supplies including placing orders and maintaining stationery, kitchen supplies and cleaning supplies in collaboration with the Office Administrator • register all programs and events on website in collaboration with the Office Administrator • administer and process program and event payments in collaboration with the Office Administrator <p>administrative support</p> <ul style="list-style-type: none"> • provide administrative support to the volunteer coordinator • provide administrative support to the CEO and EA, as required • working with the Office Administrator provide technical assistance in the organisation and distribution of correspondence, including letters, emails and flyers <p>events</p>	

- Coordinate the booking of
 - venues,
 - catering,
 - Photographer/videographer
 - Advertising
 - invitations
- and provide administrative support for events
- Liaise with the events chair and volunteer coordinator with respect to events

program support

- provide administrative support to the Program Manager and professional program staff, as required, including:
 - acting as contact point for initial inquiries in relation to programs
 - assisting with program reports
 - volunteer tracking
 - preparing resource materials
 - arrangements for volunteer training and professional development
 - maintaining electronic records
 - assist in the collation of program statistics

communication & media

- working with the Office Administrator, coordinate the content, publishing and distribution of office publications, as required
- working with the Office Administrator, manage calendar of events and ensure updated on an ongoing basis

OTHER DUTIES/RESPONSIBILITIES

other activities

- contribute to the team and work cooperatively with other stakeholders to further develop the organisation
- attend functions and events where required

SKILLS & EXPERIENCE

Required Qualifications:	<i>Relevant diploma or qualification</i>
Required Experience:	<ul style="list-style-type: none"> • A minimum of 5 years experience in an administrative position • knowledge of, and experience in working in the community sector • sound IT experience and computer skills
Required Skills:	<ul style="list-style-type: none"> • superior customer service skills • excellent organisational skills • ability to work autonomously • Solid problem-solving skills
Desirable Skills:	<ul style="list-style-type: none"> • Experience working with volunteers would be an advantage • Experience using Salesforce would be an advantage.