POSITION DESCRIPTION

JOB DESCRIPTION	
Job Title:	*Office & Projects Support*
Job Type:	*P/T Estimated 4 days a week*
Department/Location:	*131-133 Hawthorn Road, Caulfield Junction 3161*
Manager/Supervisor:	*Operations Manager*

The Organisation

NCJWA Vic is driven by a commitment to championing the rights and empowerment of girls and women. Our existence is dedicated to creating meaningful change through impactful programs and advocacy initiatives that address the unique challenges faced by girls and women. By fostering equality, diversity, and inclusivity in the community and society in general, we envision a world where every woman, irrespective of background, can live up to her full potential.

Role

This role is suitable for a passionate and self-motivated candidate, who thrives on taking initiative, building relationships and driving projects forward. Reporting to the Operations Manager, you will provide communications, project, and administrative support to ensure the smooth running of NCJWA Vic's programs and office.

KEY DUTIES/RESPONSIBILITIES

You will play a key role in supporting NCJWA Vic's communications, programs, and operations including.

- Communication, Socials & Marketing:
    - Creating and implementing content for newsletters, social media and event promotion and managing Campaign Monitor to ensure consistent and clean database of stakeholders.
    - Writing and editing communications to be aligned with NCJWA Vic's tone of voice.
    - Managing our website ensuring content stays fresh, accurate and up to date

- Events
    - Supporting program and event coordination, from logistics and catering to liaising with speakers, volunteers, and partner organisations.

- Volunteer Coordination
    - Recruiting volunteers, maintaining up-to-date volunteer records, developing and delivering induction and ongoing volunteer training.
    - Working with the team to enhance volunteer knowledge, skills, and community engagement.

- Administrative Support
    - Providing administrative support across the organisation, helping to ensure our office and programs run smoothly.
    - Providing secretarial support to the Board, including coordinating meetings and AGM and preparing agenda and papers.

SKILLS & EXPERIENCE	
Required Experience:	Office management and administration Event logistics Document management Content creation and management Sound IT and computer skills Experience in using: • Microsoft 365 Outlook • Calendar • Word • Excel • Sharepoint Proficient in using: • Zoom • Campaign Monitor/Mailchimp (or similar) • Canva

	• Adobe
About you:	Excellent organisational and project management skills. Ability to work autonomously as well as in a team Ability to take direction Problem solving skills Willingness to learn
Desirable:	Additional experience in event planning or marketing would be beneficial.