

# NATIONAL ABORIGINAL & TORRES STRAIT ISLANDER WOMEN'S ALLIANCE



## JOB ADVERTISEMENT (RE – ADVERTISED) Communication and Administrative Assistant

The National Aboriginal and Torres Strait Islander Women's Alliance (NATSIWA) is the national peak organisation for Aboriginal & Torres Strait Islander Women throughout Australia. All Aboriginal & Torres Strait Islander Women over 18 years of age are eligible to become a Member of NATSIWA, once endorsed by the NATSIWA Board.

NATSIWA look forward to receiving an application from you for the following vacancy if you have high levels of energy, can work in a small team environment, take on responsibility, have the flexibility to travel interstate, and have commitment to the principles of self-determination for Aboriginal & Torres Strait Islander Women.

### COMMUNICATION/ADMINISTRATIVE ASSISTANT

We are looking for a communications/administrative assistant to be responsible for the creation of content such as media releases, blogs, and social media posts on behalf of our company, to provide administrative support to CEO and Board of Directors, including email correspondence, plan, organize, and schedule meetings off-site, and via videoconference, coordinate domestic travel arrangements. maintain email and mailing list.

To be successful as a communications/admin assistant, you should be an excellent communicator with outstanding attention to detail. Ultimately, a top-notch communications assistant should be able to create effective media content and to multi-task.

### IDENTIFIED:

**Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for these positions as described under Section 14(d) of the Anti-Discrimination Act, 1977.**

**This position is part time for 2 days per week – 15.2Hrs.**

Employment will be based in Victoria, but duties may be performed from any location within Australia. You will be contactable by telephone and available to answer client, public, and employee questions when necessary, during hours of work. You may also be required to undertake travel to different locations as part of your duties.

The successful applicant will require qualifications and/or experience relevant to the position/s and a working knowledge and understanding of the Aboriginal & Torres Strait Islander Women's issues around gender equity and violence against women would be an advantage. Salary level of employment will be negotiated with the successful applicant/s commensurate with qualifications and experience.

For all queries regarding the day-to-day functions and selection documentation of this position please email [ceo@natsiwa.org.au](mailto:ceo@natsiwa.org.au)

Please send your written application along with the names of 2 referees to [chair@natsiwa.org.au](mailto:chair@natsiwa.org.au) using the subject line: **NATSIWA VACANCY. Applications close 5pm on 27/03/2024**