



Title: Administrative Officer

Enterprise Agreement: Clerks - Private Sector Award 2010

Salary: \$30 per hour

Usual hours of work: Casual (15 to 20 hours per week)

Position Objective: To provide administrative support for Common Ground Canberra (CGC)

Position Responsibilities:

In consultation with *Finance and Administration Committee*

- Establish online system of data storage; manage remote access and logins
- Establish filing system, document naming conventions and application of same
- Sort and file all existing documentation – historical
- Manage/scan invoices and transfer to bookkeeper

- Track physical assets
- Purchase goods and services

In consultation with *Public Relations and Community Engagement committee*

- Establish terms of reference
- Maintain Calendar of events
- Manage website and social media feeds
- Coordinate production of newsletter

In consultation with *Fundraising and Volunteers Committee*

- Develop and manage contacts database
- Plan schedule of events
- Coordinate event preparation
- Develop Friends of CGC

In support of the *CGC Board*

- Work closely with the CGC to implement Common Ground activities
- Prepare agendas
- Take the minutes of meetings
- Coordinate requests for and distribution of papers
- Draft and manage correspondence
- Collect and compile data
- Distribute information from Strategic Governance Reference group
- Liaise with Northside Community Services and Argyle Community Housing as required

Other duties as required.

Key behaviours:

Communication

Communicates clearly and accurately – listens to and understands the views of others
Displays emotional intelligence

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority

Job Motivation

Is a self-starter, self-motivated and maintains a high level of enthusiasm for work responsibilities
Can work to deadlines

Presenting

Expresses oneself in a clear, concise manner to impart information or leave an impression

Reports to:

CGC Board Chair for Board duties and to Chairs of Sub-Committees for committee duties.

Qualifications:

Relevant administrative/business experience essential, with qualifications desirable

Applications need to be no more than 2 pages, plus a resume and contact details for 2 work related referees.

Please send applications to Gwen Wilcox at wilcox.gwen@gmail.com.

Phone enquiries can be made to Gwen Wilcox on 0402 014 728.

Applications close on 30 April 15 COB.