



Administration Assistant Position Description

Position Title: Administration Assistant

Responsible to: Switchboard Committee of Management

Reports to: Manager

Hours: Part Time – 21 hours per fortnight with additional hours on a casual basis (initial 6month contract).

The position:

Switchboard is a community based not for profit organisation that provides counselling, information and referral services to the GLBTI communities of Victoria and Tasmania. This is a newly created part time position to provide support to a number of functional areas within the organisation.

Position Objective:

Under the direction of the Manager provide administrative and operational support to Switchboard.

Key Responsibilities:

- assist the Training Coordinator prior and during and after volunteer telephone counsellor training courses
- assist the Operations Group leader to organise Professional Development sessions for volunteer telephone counsellors
- assist the Manager with day to day operations of Switchboard
- work as part of the Switchboard team within the objectives of the agency
- other duties as directed by the Manager and the Committee of Management

Selection Criteria:

(Required)

- experience in office administration
- experience with business software, such as Word and Excel
- good time management skills
- well developed communication skills both written and oral
- ability to deal with confidential and sensitive matters
- ability to work co-operatively in a team environment
- ability to work independently and demonstrate initiative

(Desirable)

- experience in working with volunteers
- knowledge and understanding of the needs of the GLBTI and queer communities
- must be able to work flexible hours if and when required

Conditions:

- initially this is a 6 month contract part time position for a minimum of 21 hours per fortnight, with a view to extending for 12 months
- days worked will need to be rostered as required.
- additional hours will be negotiated on an as-needed basis.
- salary is \$24.00 per hour
- salary packaging is available
- ongoing employment is subject to the completion of a 3 month's probationary period including a successful performance appraisal, conducted by the Manager and the Committee of Management
- position is contingent on available ongoing funding

Application Process:

As well as providing a resume, applicants are requested to address each of the key selection criteria contained in this position description and the applicant's ability to meet these criteria.

The successful applicant will be required to undertake a current police and working with children check.

Applications in writing either by post or email should be addressed to:

Margaret Cannington and Brian Murray
Co-Presidents
copresidents@switchboard.org.au or

PO Box, 21291, Little Lonsdale Street, Melbourne 8011

Applications close 6 August 2010