



# POSITION DESCRIPTION

**Role:** Operations Coordinator

**Reports to:** Our two Cofounders & Directors

**Location:** Remote, Naarm (Melbourne) or Gadigal country (Sydney) preferred

**Hours:** Part time, 3 days per week, 0.6 FTE

**Contract:** Position for 12 months with intention of renewal

**Salary:** \$75,000 per annum + 9.5% super

**Start date:** June 1st 2021

*This is an identified role for people of colour or people with lived experience of racism. We strongly encourage applications from Bla(c)k applicants, and those with intersectional lived experiences.*

## About Hue

Hue is a social justice organisation run by two women of colour – Elsa Tuet-Rosenberg and Sonia Sofat. We upskill and empower people of colour and those seeking to learn about and challenge systems of oppression to create social change. We empower individuals, communities, students, organisations, and businesses to colour their conversations through interactive workshops and consulting.

Too often the conversations about challenging systems of oppression or allyship are tokenistic, one dimensional, and lack the ability to actually create change in our movements, communities, organisations and business.

Meanwhile people with lived experiences of these issues are often sidelined and tirelessly educating people in their interpersonal lives and in the workplace for free.

We're tired of this ineffective approach and check box training in professionalism and politeness. That's why Hue works with and pays people with lived experience to develop and deliver content that provides practical skills needed to challenge systems of oppression.

**Diversity and inclusion does not end at racial justice** – that's why our approach is entirely intersectional. We consult with and fund organisations and groups with lived experience to create social change that has a positive impact across society.

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## The Position

As our Operations Coordinator, you would play a key role in supporting our team to do anti-racism work. If you are passionate about racial justice, have strong administration skills and are creative at problem solving, this could be the role for you! In this role, you would be in charge of managing our anti racism workshop bookings, administration and coordination of the Hue team, creating processes and streamlining work, supporting the development of new community initiatives/project management, and providing ad hoc support on consulting projects.

## Key Selection Criteria:

- Experience creating and implementing administrative processes and systems
- Project management - e.g. online or face to face events or internal project management
- Comfortable to take initiative and give things a go
- Strong organisational skills
- Strong people skills
- Lived experience of racism

## Desirable qualities:

- Experience with online organising & administration tools
- Strong intersectional lens
- Critical understanding of racism and colonialism in an Australian context
- Confidence with creating social media content
- Data analysis

## Remuneration:

- Salary package of \$75,000 per annum + 9.5% super
  - Position is 3 days per week (approximately 22.5 hours), 0.6 FTE or 60% of \$75,000
- Sick leave, annual leave, gender affirmation leave, cultural leave, DV & FV leave and flexible working arrangements.
- Access to Liberate App, a black meditation and wellbeing app for people of colour
- Access to equipment to work remotely where necessary
- We provide flexible work arrangements for different accessibility needs
- Personal and professional development - we'll provide extensive access to training, mentoring to invest in your growth

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## **Extra Benefits**

- Working in a team entirely of people of colour
- A balanced workload that factors in the mental and emotional labour of experiencing racism
- Team cultural debriefing wellbeing sessions
- Being part of a team all committed to continuing their learning and understanding
- Opportunity to shape and develop content or programs related to your particular lived experience
- Opportunities for experience in the consulting or workshop aspects of Hue in future if these are of interest to you

## **Application process**

Sound like you? Send us an email with your CV (no more than 2 pages) and a cover letter addressing the selection criteria and why you would like to work with Hue to [info@hue.org.au](mailto:info@hue.org.au).

## **Applications close April 23rd 2021**

We value lived experience of First Nations people and people of colour over professional experience so if you meet some but not all of the selection criteria we encourage you to still apply. If you have any questions about the role or accessibility please contact us for a confidential chat with Elsa or Sonia via [info@hue.org.au](mailto:info@hue.org.au)

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