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| **Title:** | Executive Assistant & Membership Officer |
| **Reporting to:** | CEO |
| **Hours:** | 0.8 up to full time (30.4 - 38 hours pw); flexible working hours between 7am and 7pm Monday to Friday |
| **Remuneration:** | $65,594.04 p.a. (pro-rated if part-time);  (YACVic pays above award rates, with generous T&C.)  Classified under the SCHADS Award at Employment Level 3.1 |
| **Status:** | Fixed term 1-year contract, with potential for renewal |
| **Location:** | Melbourne CBD office, with Working From Home supported and encouraged (conditions apply) |

ABOUT YACVIC

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people’s issues in Victoria. YACVic’s vision is that the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. YACVic is an independent, for-purpose, member-driven organisation that represents young people (aged 12–25 years) and the sector that works with them.

YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service, and our auspiced partner the Koorie Youth Council.

ABOUT THE ROLE

The Executive Assistant & Membership Officer provides administrative support to the CEO and the YACVic Board, and coordinates YACVic’s membership functions. The role requires the confidence and interpersonal skills to engage with stakeholders of all levels, strong administrative competence, and a high level of discretion and confidentiality.

**KEY RESPONSIBILITIES & DUTIES**

**Executive Assistant**

* Diary management, travel bookings, basic research and correspondence, and other administrative support for the CEO.
* Coordination, preparation and minutes of meetings and events facilitated by the CEO.
* Secretarial support for the Board and certain Board Committees, including meeting coordination, preparation and distribution of board papers, and minute taking.
* Coordination and delivery of the Annual General Meeting including the coordination of Board elections.
* Assisting with reception duties, including fielding phone calls, welcoming guests and handling deliveries, especially as these relate to the CEO or the Board.
* General administrative duties and program support for the Leadership Team, as required and particularly during busy periods such as the lead up to major events.
* Performing any other duties required by the CEO, having regard to your skills, training and experience.

**Membership Officer:**

* Maintenance of membership records, including new member administration, payments, renewals and reporting for the Board and Annual report.
* Development of monthly and ad hoc young member communications, and young member events.
* Recruitment of new members, including exploring opportunities to source new members and pitching YACVic membership to key stakeholders and interest groups.
* Representation and promotion of YACVic to existing and potential members at external events, including doing presentations as required.
* Creatively increasing and maintaining YACVic’s membership value offering.

**Key Selection Criteria**

Applicants for the position must address each of the following selection criteria in your application. We suggest using the [STAR](https://www.theguardian.com/careers/careers-blog/star-technique-competency-based-interview) (situation, task, activity, result) approach to structure your examples.

1. Excellent inter-personal skills, with the ability to quickly develop rapport with people of all abilities, backgrounds and seniority.
2. Strong verbal and written communication skills, including drafting of correspondence and note/minute taking.
3. Good administrative and organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines.
4. Initiative, within the boundaries of your role, and a can-do attitude, helpfulness, and the flexibility to change priorities when needed.
5. Strong computer skills, with demonstrated proficiency in Microsoft Office Suite (particularly Word and PowerPoint).

**Desirable Attributes**

1. A demonstrated understanding of appropriate behaviours when engaging with children and young people, including those with diverse needs and/or backgrounds.
2. Experience working or volunteering for community or for-purpose organisations.

**Reporting and Accountability**

The EA & Memberships Officer reports to the CEO, and also supports the Leadership Team and the Board.

**You will enjoy:**

* a flexible, disability friendly, family friendly and fun work culture
* a high degree of autonomy and collegial support
* sector-leading professional development

Employment conditions

YACVic is an Equal Opportunity Employer and has a diversity-friendly culture. People with disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

YACVic promotes the safety, wellbeing and inclusion of all children and young people, and takes child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our child safe policy and code of conduct.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Application Process**

Applications can be emailed to Nat James, HR Manager, at [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with **EA & Membership Officer** or follow the application process on Ethical Jobs. Your application must include:

* A brief cover letter
* Your resume
* Your answers to the key selection criteria, as listed in the position description
* Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your permission).

**Only applications that follow the above process will be accepted and considered for interview.**

**Applications close on Sunday, 10 July at 11:30 pm**.

If you have any questions about the role, please email Kirsty Greenwood, Corporate Services Manager [kgreenwood@yacvic.org.au](mailto:XXXX@yacvic.org.au)