# 012 Administration & Projects Coordinator

**Position Details**

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| **Position Title** | Administration & Projects Coordinator |
| **Position Number** | Position No: 012 |
| **Reports to**  | Manager |
| **Works closely with** | Community Programs CoordinatorChildcare Quality & Compliance CoordinatorMarketing & Communications Coordinator |
| **Employment Type**  | Part-Time ongoing |
| **Hours per week** | 9:00am-3:00pm three/four/five days per week (neg) |
| **Classification**  | Neighbourhood House Employees (SCHADS) Level 3 Neighbourhood Houses and Adult Community Education Centres Agreement 2018. |
| **Location**  | Level1/539 Barkly St, West Footscray VIC 3012  |

**About Us**

West Footscray Neighbourhood House is a non-profit organisation that offers a safe and inclusive place for the community to engage, connect and thrive. We offer a number of programs including Toy Library, Soul House and Chatty Café, all of which support social participation and community engagement.

**The role**

The Administration & Projects Coordinator is the initial face of West Footscray Neighbourhood House, acting as the first point of call for all enquiries. Reporting to the Manager, you will provide administration support across all projects, programs and services provided by the House with a focus on improving efficiency and service quality.

You will be responsible for a wide range of tasks, including process development, accounts payable and receivable, fundraising and grants, policy and procedure review and development, HR support, coordinate short-term administrative projects (e.g. Tax Help, Power Saving Bonus scheme), stakeholder management, compliance, and assisting the Manager with administrative duties that support the organisation’s strategic objectives.

Based in the general reception area for the Neighbourhood House and working alongside the Childcare Quality & Compliance Coordinator, you will also need to learn the basics of childcare administration. There may also be the opportunity to participate in community programs from time-to-time to support staff absences.

**Key Responsibilities**

* Operate reception, provide a welcoming and friendly environment.
* Order office supplies and ensure that office equipment is adequately maintained.
* Develop and maintain a working knowledge of all WFNH activities and programs.
* Coordinate room hire, including bookings, keys, access passes and invoicing.
* Coordinate equipment hire.
* Accounts payable and receivable.
* Develop and maintain stakeholder contact list and membership database.
* Policy review and development.
* Restock community pantry as required.
* Streamline processes.
* Create compliance register and calendar, ensure compliance requirements are met.
* Assist with volunteer support and coordination.
* Assist with grant writing and fundraising.
* Program administration support.
* Maintain staff files, training requirements, working with children and police checks.
* Take minutes at team meetings.
* Ensure all spaces are maintained in a presentable, clean and safe condition.
* Administrative projects as deemed appropriate by the Manager.
* Other duties as required, broadly consistent with the role of administration.

**Skills and Experience**

* Demonstrated experience and skills in office coordination.
* Community sector experience will be highly regarded.
* Effective written and verbal communication and interpersonal skills, with the ability to liaise with people at all levels.
* Strong organisational skills including the ability to time manage, multi-task, prioritise, produce work of high quality and consistently meet deadlines.
* Outstanding customer service skills, attention to detail and problem-solving skills.
* High levels of computer literacy, including excellent working knowledge of Microsoft Office suite.
* Strong evidence of ability to maintain confidentiality.

**Employment Requirements**

* Valid Working with Children’s Check or willingness to obtain.
* Current First Aid certificate or willing to complete.
* Up-to-date Covid-19 vaccination certificate.
* Employment conditional upon a satisfactory Policy Check.