



GRATA FUND

Hiring - Executive Assistant

Full time role - 1 year fixed term

Grata Fund is seeking an Executive Assistant to provide critical administrative and office support to a small and growing team. This is a full time role.

The ideal candidate will have previous office experience as an executive assistant or legal secretary, but potential and attitude will always win over experience. They will have a hawk eye for detail, a passion for logistics and a deep personal belief in social justice. They will have proven organisational skills, high level computer skills and a positive, can-do attitude.

This position is a meaningful opportunity for a dedicated Executive Assistant to help Australians hold governments and corporate leaders accountable when they are unwilling or unable to act to preserve and promote human rights and democracy.

Job Responsibilities

This is a **full time position for a 1 year fixed term**, based at UNSW Law in Sydney, with remote work options available. The Executive Assistant reports to the Executive Director and is responsible for the following:

- Administrative support: Monitoring and responding to external queries via info@gratafund.org.au inbox, providing diary and inbox management for the Executive Director.
- Travel and logistics: Planning and organising domestic travel and occasional international travel.
- Operations: Updating and maintaining internal databases, filing, governance administration, minute taking, event support, volunteer recruitment and pastoral care.



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- Finance: Processing expenses, reconciling expenses in Xero, working with external accountants and bookkeepers to deliver monthly / EOFY reconciliation, preparing financial statements for board papers, overseeing payroll and team salary packaging.
- Fundraising support: Providing administrative support to the Head of Philanthropy, including responding to donor enquiries and processing receipts as requested.
- Communications support: Providing support to the Head of Strategic Communications, including completing research tasks, administering social media posts and working with design templates to produce documents and reports on Cava as requested from time to time.

Qualifications and competencies

We're seeking an experienced EA with 2+ years admin experience, who has exceptional organisational skills, a positive attitude, and is detail-oriented.

You should have:

- A hawk eye for detail: You're the type of person who always spots the typo or grammatical error, never double books themselves, keeps their inbox perfectly organised, shows up on time, and always remembers everyone's birthdays.
- Organisational skills: You've got a demonstrated track record of prioritising and staying on top of multiple projects without dropping any balls, anticipating obstacles and using your time wisely.
- Communications and computers: You're a wiz at communicating complex information clearly and concisely - whether over the phone, in person or via email. You know your way around Google Suite and social media.
- Positive attitude: While you love to build efficient and reliable processes, you've also got a bias for producing results and a track record of thinking laterally to find solutions and persevering despite obstacles.



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Experience working in a legal or corporate workplace and experience using Xero and Nationbuilder is a plus but not required.

Salary: \$60,346 - \$65,842 plus super, 6 weeks leave and salary packaging options available.

Start date: 1 July 2023, negotiable

Grata Fund is fully committed to diversity and inclusion. Applications are strongly encouraged from First Nations people; people with disability; people who identify as LGBTIQ+; and those from culturally and linguistically diverse backgrounds.

How to apply

Please send a one-page expression of interest and CV that addresses the above responsibilities and qualifications to Isabelle Reinecke, Executive Director at info@gratafund.org.au.

Inquiries about the position should also be addressed as above.

Closing date: 13 June 2023

About Grata Fund

Grata Fund is an innovative nonprofit organisation whose mission is to enable Australians to hold governments and corporations accountable via litigation on human rights, democratic freedoms and climate change.

We launched in 2016 by supporting Doctors for Refugees and Fitzroy Legal Service to successfully overturn draconian gag laws in the Border Force Act which threatened doctors with 2 years in prison for reporting abuse in offshore detention centres. Since then, we've worked to support cases ranging on issues from remote



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Indigenous housing rights, refugee rights, climate change risk, to technology and human rights.

Grata Fund works closely with the legal sector, campaigners and academia to develop and fund critical public interest litigation. Based at the UNSW Law Centres Precinct in Sydney, we plan to grow our young organisation into the leading strategic litigation incubator in the country.