

Position	Administration Linker
Team	CoHousing Australia Board
Employment Type	Volunteer fixed Term to 31 May 2026
Hours	Part Time 5 to 8 hours per week flexible during office hours and specifically 2 hours on Thursdays to support the monthly lunchtime board meeting
Location	Australia, remote online via zoom
Reports to	Board Chair

Cohousing Australia (CoHA)

We are a member-based, non-profit peak body committed to advancing resident-driven collaborative housing.

We have been operating for over 10 years and built relationships with members all over Australia.

Our main activities include awareness-raising, support and advocacy.

We are a network of a diverse group of like-minded people living in or interested in living in collaborative housing communities. Our network includes academics, advocates, architects, planners, property professionals, development managers, social visionaries and general supporters of collaborative living.

As a cooperative, we encourage everyone who supports cohousing in Australia to become a member.

For information on CoHA please visit our [website](#).

To apply

Please email your CV and a short cover letter to chair@cohousing.org.au

If you have any queries, please email chair@cohousing.org.au

Nature of the role

The Administration Linker reports to and works closely with the Chair and supports the administration of information for the organisation.

This is an important role to maintain and improve upon the existing information systems that enable all members of the organisation to have access to accurate and updated information. A secondary function is to ensure the organisation maintains records for legal and historical purposes.

Responsibilities

The Administration Linker is responsible for:

1. Maintaining the online document system via Google Drive using appropriate project office standards according to Prince 2 methodology
2. Liaising with the Chair to prepare monthly board agenda, minutes and other documentation, attending the meetings and ensuring minutes and actions are recorded
3. Maintain members databases, including when membership is due and support members by responding to inquiries and the like.
4. Manage the creation and publishing of monthly newsletters
5. Administering the documentation related to roles and responsibilities of board directors and other staff of the organization

Key Selection Criteria

The successful candidate will preferably have demonstrated that they:

1. Upholding the values, mission and objectives of the CoHA with passion and awareness of cohousing or other forms of cooperative housing models
2. Have awareness of Sociocratic governance processes and experience in an administrative and/or community role (or applicable experience).
3. Have proficient interpersonal and communication skills, ability to work independently and know when to escalate items for resolution.
4. Have a high attention to detail and can manage multiple priorities.
5. Have a confident, compassionate approach when dealing with a wide variety of people including the ability to be respectful and helpful with members.
6. A highly developed understanding of, and ability to maintain, confidentiality.
7. A Proven capacity to organise, plan and prioritise, ensuring members and program outcomes are met in a timely manner, including well developed computer literacy

Conditions of Employment

1. Out of hours work may be required.
2. Maintain the highest standards of integrity and behaviour in line with CoHA values.