

We're looking for an Executive Assistant.

About WELA

Do you want to contribute to saving the environment, solving climate change, and taking on the patriarchy?

Women's Environmental Leadership Australia (WELA) is empowering, supporting, funding and diversifying women's and gender diverse leadership for our environment and climate, in order to transform Australia's response to these crises.

Overwhelmingly, our existing political, business and societal leadership has failed to adequately address the climate and environmental crises at hand. It's time for a leadership change. Put simply, we will not get out of this by relying on the same leadership that got us into it. The evidence is clear - more women in decision making roles equals better environmental outcomes. We need more of it.

Why work with us?

This is an exciting opportunity to join a small, growing, and passionate team taking on some big challenges - and doing it with a good sense of fun and personal sustainability.

We offer:

- Flexible working location
- Work/life balance
- Supportive culture
- Capacity to shape the role as it evolves
- Generous leave provisions
- Mentoring opportunities

We're a small and empowering team, with a big vision for change. We work hard, but have a healthy commitment to work/life balance, and enable the flexibility to support this. We support one another to grow, develop, and bring joy and creativity to our work each day.

About you

As an Executive Assistant, you are committed to providing excellent administrative support and ensuring the CEO is in the best position to succeed in their day.



Having previous experience and success in similar roles, you understand that confidentiality and integrity is paramount, along with ensuring all your interactions as the representative of the CEO are professional and respectful.

You are resourceful and solutions-oriented, able to anticipate needs and take initiative to keep tasks on track.

Collaboration is a strength, and you enjoy building positive relationships with internal teams and external stakeholders alike. You're personable and have a natural ability to connect with others, building rapport easily and fostering positive relationships with colleagues and partners.

You are excited about the opportunity to support WELA's leadership in creating meaningful change for women, gender-diverse people, and the environment.

About the CEO

[Victoria McKenzie-McHarg](#) is one of Australia's most respected and compelling voices on the critical intersection of climate action and gender equity. With nearly twenty years' experience in climate campaigning and strategy, she has led efforts to make Australia's response to the climate crisis more effective, inclusive, and just. She has held key roles as Manager of Strategy and Planning for Bank Australia, Chair of Climate Action Network Australia, and Climate Campaign Manager for both Australian Conservation Foundation and Environment Victoria.

In her current role as CEO of Women's Environmental Leadership Australia (WELA), Victoria combines sharp strategic insight with deep experience supporting grassroots and community leaders. Her work reveals how advancing gender equity and climate justice go hand in hand, and how the leadership of women and gender-diverse people is driving the bold, collective action our planet urgently needs.

How to apply

WELA is committed to creating a diverse and thriving community of women working for our environment and climate action. Women and gender diverse people from Aboriginal or Torres Strait Islander communities, communities of colour, or culturally and linguistically diverse communities are encouraged to apply.

To apply for this position, please upload your CV and a cover letter addressing the key selection criteria to **Ethical Jobs** by 5pm, Monday 19th January 2026

For general enquiries about the position, please email info@wela.org.au, or for a brief discussion about the position, please [book a time](#) with Operations and Administration Manager, Lindy Churches.



Position Description - Executive Assistant

Position Details

Title:	Executive Assistant
Reports to:	Chief Executive Officer
Location:	Preference for Naarm/Melbourne, but open to east coast major city. The WELA team works remotely from home, within AEST hours. Melbourne based team members also have the option to work from our small city office space. This position is open to Australian residents only with current Australian working rights.
Job Type:	Permanent. Full time or 4 days per week (0.8 to 1.0 FTE)
Salary:	\$76,377 to \$88,099 per annum plus superannuation. This position will be classified between Level 3 and 4 under the SCHADS award, depending on relevant experience and qualifications.
Job Requirements:	Occasional (monthly) after-hours work (with time-in-lieu); ability for occasional domestic travel. Staff provide their own laptop and phone
Applications close:	9am, Monday 19th January 2026.

About the position

The Executive Assistant will provide high-level administrative and strategic support to the CEO, ensuring they are prepared, informed and supported across all of their competing priorities.

This is a pivotal role in a small, collaborative team, requiring a close working relationship with the CEO and other senior leaders, whilst also building and nurturing broader relationships with the team, board and key stakeholders in our community. You will be their key point of contact: ensuring the CEO's activities run smoothly day-to-day whilst contributing to the culture and efficiency of the team.

Key Tasks and accountabilities

- Manage the CEO's inbox and incoming communications, prioritising urgent matters, drafting responses and updating information as required in the CRM.
- Proactively manage the CEO's calendar, prioritising meetings and ensuring time is used effectively.
- Undertake and collate background research, briefings, and summaries on key issues.



- Prepare, format, and proofread documents, presentations, and reports.
- Build and maintain positive relationships with key stakeholders including partners and funders.
- Schedule and coordinate internal and external meetings, including agendas, minutes and follow-ups.
- Support internal coordination of activities with the team and executive leadership, ensuring a timely and appropriate flow of information to the CEO.
- Organise travel and accommodation for the CEO and other senior staff as required.
- Manage CEO expenses, claims, and related administrative processes.
- Coordinate and support the CEO's social media presence alongside the Communications team.
- Plan, coordinate, and deliver CEO-led events, workshops, and meetings alongside the Engagement and Philanthropy teams.
- Any other tasks as required to support the CEO's activities and effectiveness.

Key Selection Criteria

- Minimum 3 years experience and proven track record of success in an Executive Assistant role.
- Excellent administrative skills, with the ability to manage multiple tasks, priorities, and deadlines effectively in a face-paced and often fast-changing environment.
- Confidence in working independently, taking initiative and exercising good judgement.
- Excellent interpersonal and communication skills, including the ability to work effectively with a team and build rapport with internal and external stakeholders, including partners and funders.
- Expertise in managing sensitive communications, relationships and information with discretion and integrity.
- Excellent reading and comprehension skills, with the ability to synthesise / summarise complex documents.
- Proven ability to write, draft and edit text in a range of styles for concise and professional communications.
- Confidence in working remotely online and hybrid environments, including a high-level of proficiency in digital tools and the ability to learn new digital tools as needed.

