

Executive Assistant Position Description

Version: 1.0	Position Title: Executive Assistant	Salary Range: \$60,000 - \$64,000 pro rata + 12% superannuation
Term: Part-time 0.6 FTE	Position Reports To: Co-CEOs	Duration: 12 month fixed term contract
Date: 21-5-2026	Location: Greater Geelong	Authorised: Karina Donkers and Emilie Flynn, Co-CEOs

About Geelong Sustainability

Geelong Sustainability is a for-purpose community organisation and registered charity that exists to build a powerful community movement for a just transition to a net zero future. Since our establishment in 2007, Geelong Sustainability has become the region's leading sustainability group with extensive networks in community, government and business throughout Geelong and the broader Barwon region.

Our vision is a thriving and resilient community taking urgent action on climate change together. We are recognised for our evidence-based innovative projects, which support our community's transition to a net zero future.

We have over 150 financial members, over 50 active volunteers, and an active network of 20,000+ supporters across the region. Throughout our 18+ years of operation we have delivered a diverse range of projects, initiatives and events, facilitating \$9.3m of renewable energy investment in the community and helping mitigate over 120,000 tonnes of cumulative CO2 emissions.

The Position

We are seeking an experienced Executive Assistant to support the activities of Geelong Sustainability. This role provides high level professional administrative support to the Co- Chief Executive Officers to ensure the effective implementation of Geelong Sustainability's vision, mission and strategy.

Key Accountabilities

- Assist the Co-CEOs in the delivery of Geelong Sustainability's strategic priorities;
- Provide secretarial support to the Co-CEOs to coordinate a range of administrative tasks including preparing materials, action lists and communications on behalf of the Co-CEOs;
- Provide support the successful execution of key organisational activities and events as well as effective program operations;
- Support the Co-CEOs to develop and maintain stakeholder relationships by establishing a friendly and professional report with stakeholders. Manage and direct incoming requests from stakeholders in a timely manner;
- Collaborate with event and communication coordinators to support the delivery of professional high-quality events and communications;
- Support volunteer engagement activities;
- Support with communications by working with our systems to send our emails to our distributions list and posting on our social media;

- Support writing and editing content for various purposes eg. media releases, webpages, newsletters and project information, event publicity etc.

Other Accountabilities

- Preparing administration of correspondence including but not limited to letters, reports, submissions, and actions plans.
- Data entry and reporting support communicating effectively and professionally with internal and external stakeholders across digital, phone and in-person communications.
- Meet with and report on a regular basis to the Co-CEOs.
- Support Geelong Sustainability's vision and strategy in all communications
- Any other duties as deemed appropriate by the Co-CEOs.

Key Selection Criteria

- Demonstrated commitment to the values of Geelong Sustainability and the ability to contribute to its strategic priorities.
- Relevant qualifications in secretarial, administrative, financial or relevant discipline, and/or equivalent relevant work experience.
- Demonstrated experience in an Executive Assistant role supporting a CEO/senior executive OR experience in any role within a climate organisation or similarly structured not-for-profit.
- Ability to be proactive, assertive and work well under pressure or within tight time frames.
- Highly developed organisational and customer service skills, and the ability to manage and prioritise a range of tasks rapidly to ensure deadlines are met.
- Excellent communication skills (written, digital and verbal) for engaging with clients, stakeholders and program staff with the ability to engage with and develop rapport with a wide range of stakeholders.
- High degree of initiative, discretion, and confidentiality.
- Demonstrated experience working independently at the direction of management, delivering work to the required standard and timeframes and showing a proactive approach to task prioritisation, execution and problem solving.

Other Attributes

- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders at varying levels including individuals, teams and public and private sector organisations
- Ability to assist with the coordination of events and communications (planning and promotion of workshops, meetings, forums, receptions etc) for community and business audiences
- High level of digital literacy including MS Office, PowerPoint, Social Media, Data Management and Content Management systems, and bulk email distribution applications
- Willingness to work and attend meetings outside of normal office hours
- A current Victorian driver's licence and the use of a car
- Eligibility to work in Australia

Other Information

Position Details

- A salary will be offered in the range of \$60,000-\$64,000 pro rata.
- The position will be 0.6 FTE
- Statutory super will be paid quarterly to the officer's nominated fund.
- Geelong Sustainability supports flexible employment arrangements that meet the requirements of the right candidate.
- The position is a twelve month contract with the option to extend, with a probationary period of six months.
- Appointment is subject to a satisfactory Reference, Police Checks and Working for Children's Check.
- As Geelong Sustainability has dedicated office space at Deakin University Waterfront, the successful candidate would be required to join the team on Wednesdays in the office and would have the flexibility to work from home or the office on the other working days.

How To Apply

- Applications should provide a cover letter describing your strengths and how you might apply them to this role in addition to your resume.
- Email applications to Geelong Sustainability Co-CEO Emilie Flynn at info@geelongsustainability.org.au or apply via EthicalJobs
- Applications must be received by midnight on Wednesday 17 June for consideration.
- To talk further about the position, please call Emilie Flynn, 0447 450 271

Selection Process

It is anticipated that the following schedule will be followed in regard to the recruitment process:

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| ● Position advertised | 21/5/2026 |
| ● Applications close | Midnight 17/6/26 |
| ● Assess applications and short list | 19/6/26 |
| ● Advise of interviews | 19/6/26 or soon thereafter |
| ● Undertake interviews | Week starting 29/6/2026 |
| ● Appointment of successful applicant | Week starting 6/7/2026 |

Applicants should note the above mentioned key dates, and make provision for attending an interview if requested.