



Are you passionate about advocating for women's rights, equality and making a real difference towards fair and safe workplaces? If so, we want to hear from you!

The NT Working Women's Centre (NTWWC) provides free information, advice, representation and community education about work related issues to women in the NT. We are seeking a dedicated Legal and Administrative Assistant to work closely with and support our practice and non-practice teams.

LEGAL & ADMINISTRATIVE ASSISTANT

Part-time 22.5 hrs pw, Alice Springs
Expected commencement- August/September 2026

Level 3/4 (commensurate with experience/training) and in accordance with
NTWWC Enterprise Agreement

(\$82,006- \$94,591 p.a- pro-rata for part-time plus 16.5% super. Salary sacrifice
is also available,)

Based in Alice Springs, this role would suit a law student. The successful applicant will be part of a dynamic and diverse team and contribute to the provision of high-quality industrial relations/legal assistance, information, advocacy, and community education/engagement services.

Applicants from Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse backgrounds are encouraged to apply.

NTWWC is a family friendly workplace and flexible work arrangements are supported. To get an information pack see our ad on [Ethical Jobs](#) or contact Nicki Petrou on (08) 8981 0655 or admin@ntwwc.com.au if you have any questions.

Only written applications addressing the requirements of the position
(Selection Criteria) outlining your experience/skills together with your CV will
be considered.

Applications must be received by COB Thursday 30 July 2026