

Job Position: Project Coordinator

Organisation: National Association of Women in Construction (NAWIC)

Location: Remote. Preference for candidates located on the eastern seaboard to align with project pilot locations.

Job Type: Flexible hours, fixed term, 30 April 2028

Salary: \$115k + Super

Reports to: Senior Project Manager - Allyship in Action

About Us:

NAWIC is a progressive, mission-driven not-for-profit committed to advocating for positive and sustainable change in the construction sector. Through a thriving network of members and chapters nationally, NAWIC works to advance the interests of women and foster a culture of opportunity, representation, and collaboration.

About the Project:

NAWIC is the lead partner for an innovative project designed to engage with men and support upstanders to build fair, inclusive and respectful workplace cultures across the sector. NAWIC is working with industry partners, ADCO, Australian Workers Union, CPB Contractors and Holmesglen TAFE to deliver this project.

The project has been awarded almost \$5 million in funding from the Federal Government's flagship [Building Women's Careers Program](#). Specifically, the grant funding is provided to deliver the [Allyship in Action: Transforming Culture to Attract and Retain Women](#) project which will tackle poor attitudes and behaviours; empower men to sponsor women into leadership; and utilise the power of cultural ambassadors of all genders to embed positive change on the ground.

Position Overview:

We're seeking an organised, personable and highly capable Project Coordinator to support project delivery through reporting and participant support. Providing coordination across the Allyship in Action Project — a transformative initiative aimed at shaping respectful and inclusive culture on construction sites.

In this role, you will be the operational backbone of the project team and a first point of contact for the people the project serves. You will help keep project timelines on track, coordinate training, and correspondence, to support the project remaining on track.

Responding to enquiries from participants across all four project programs, ensuring every interaction reflects the values of the project.

The role will support the delivery of the Allyship in Action Project on a fixed-term contract until completion on 30 April 2028.

Key Responsibilities:

- Act as a first point of contact for enquiries from participants, ambassadors, industry partners and members — responding promptly, professionally and in line with the project's values.

- Schedule and coordinate training sessions, workshops and Ambassador Program activities, including venue and online logistics, invitations, registrations and materials.
- Prepare and maintain reports, trackers and project documentation, ensuring records are accurate, up to date and compliant with grant requirements.
- Support clear communication and information flow between the project team, delivery partners and external stakeholders.

Qualifications or relevant experience:

- Demonstrated experience in a project coordination, executive assistant, administration or customer service role — or a combination of these.
- Strong organisational and time-management skills, with the ability to juggle competing priorities and keep multiple tasks on track.
- Excellent written and verbal communication skills, with a warm, professional and customer-focused manner.
- Proven experience coordinating schedules, meetings, events or training logistics.
- Confident using Microsoft Office and calendars, and comfortable learning tools such as CRMs, project trackers or learning management systems.
- High attention to detail and accuracy in reporting, record-keeping and documentation.

Desirable attributes

- Familiarity with the construction industry or workforce development programs.
- Experience supporting grant-funded projects, or working to procurement and compliance requirements.
- Passionate about driving positive, lasting change in the construction industry.

Benefits:

- Competitive salary
 - Ongoing training and mentoring to grow your coordination and project skills.
 - Flexible working arrangements to support work-life balance.
 - Opportunities for professional development and career advancement within the organisation.
 - A chance to contribute meaningfully to a major ground-breaking project that will directly benefit women and the broader community.
 - A supportive, inclusive, and collaborative team environment.
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Why Work with Us:

At NAWIC you'll be part of a dedicated, dynamic, and supportive team working towards creating a positive social impact. We offer a flexible work environment and the chance to contribute to meaningful change for women, workplaces and the community.