

Job Description: Executive Assistant / Operations Manager



About *It's time we talked*

We are a small organisation based in Victoria, Australia, working towards a society in which everyone – particularly children and young people – can develop relationships and sexuality that are equitable, safe, respectful, pleasurable and fulfilling.

In pursuit of this vision, we engage across a range of areas, including education, resource development, sector development, workforce capacity building, campaigns, policy advocacy and engagement in public discourse to tackle cultural and commercial drivers of gendered and sexual violence and inequality. Our key focus is preventing pornography's harms to children and young people. We also deliver a campaign about sexual strangulation and other projects that focus on media literacy and gender-based violence prevention.

We are expanding our team so that our messages and tools reach more children and young people and their families, schools, professionals who work with children and young people, and policy makers.

We are looking for someone who can help us organise ourselves, including improving our systems and efficiencies.

This is a critical role for us and the ideal candidate is proactive, highly organised and detail-oriented without losing the overview; they are flexible, capable and willing to turn their hand to anything that needs to be done. The role will evolve over time as the team grows, and we are looking for someone committed to the mission and interested in growing into other roles in this work.

About the Role

Responsibilities:

Executive Support

- Provide day-to-day executive support to the Director, including:
 - o Triaging communications, including email and stakeholder enquiries
 - o Coordinating travel arrangements for team members
 - o Coordinating external meetings and engagements, including agendas, briefing materials and follow-up actions
 - o Drafting correspondence, reports, presentations and briefing notes.



Stakeholder and Relationship Management

- Track funder outreach to ensure timely follow-up on leads
- Track grants and ensure grant reporting is timely and of the highest quality
- Act as a primary point of contact between the Director and staff, donors and external stakeholders
- Maintain stakeholder databases and track key engagement activities
- Support donor stewardship and fundraising communications as required.

Communications

- Monitor, update and moderate the Director's LinkedIn and other relevant social media profiles and engagements for the purpose of promoting the company's mission to end gendered and sexual violence
- Draft communications to stakeholders.

Organisational Coordination & Operational Support

- Track progress on Director-led projects and organisational priorities
- Manage organisation systems and records
- Manage expenses, issue invoices and other basic bookkeeping
- Manage subscriptions and systems (email, online resources platform, evaluation systems etc).

Events

- Coordinate the organisation of events such as webinars and workshops, online and in-person.

Other

- Take on additional projects and duties as requested.

About You

Required

- Commitment to our mission
- Initiative and sound judgement; a team player with strong time management and organisational skills and excellent attention to detail
- Strong organisational and project management skills with the ability to juggle competing priorities
- Demonstrated interpersonal skills; ability to engage and manage stakeholders
- A strong writer with excellent judgement and discretion
- Strong digital competencies, including problem solving skills, and experience working with online systems and platforms such as email systems, social media platforms, learning and resources platforms, and online security applications.

Preferred

- Experience in the prevention of gender-based violence/sexual violence, youth, education, or associated campaign and policy spheres relevant to our work
- Demonstrated work experience in the domestic NGO sector, including the prevention of gender-based/sexual violence sector
- Minimum 3 years' experience as an Executive Assistant to senior leaders
- Experience in proactive diary management and inbox management
- Experience in social media management.

Working with us

- The position is fully remote, with a preference for someone located close to the Melbourne/Sydney time zone, and the possibility to travel (easy access to an airport)
- You will report to the Director
- Contract: the position is 0.8 FTE (negotiable), initially for 12 months, potentially extendable
- Salary range: \$80,000-\$90,000 full-time equivalent (negotiable) plus superannuation
- Benefits: 4 weeks paid annual leave; remote working; flexible work arrangements.

How to Apply

Please send your CV and a cover letter outlining your interest and particular suitability for the role, to jobs@itstimewetalked.com. Include contact details for three professional referees. No agency applications will be accepted.

Applications will be considered on a rolling basis so please apply early. Applications close by 11:59pm on 25 November 2026 or earlier if the position is filled.