

**Administrative Assistant
Yes I Can Adult Aboriginal Literacy Campaign**

Position Description

- Reporting to: Operations Manager
- Reports: NA
- Full-time, contract position. Contract length may vary
- Salary & conditions: Commensurate with experience

Duties:

- Administrative support to the Executive Director, Operations Manager and Partnerships Manager and remote campaign teams
- Organise team travel and accommodation
- Support HR functions
- Work with external bookkeeping and finance provider
- Support funding acquittals
- Monitor shared inbox
- Coordinate board meetings and reports
- Coordinate management meetings and minutes
- Maintain campaign database in collaboration with campaign teams
- Administrative support as required