



## Literacy for Life Foundation

### **Campaign Project Officer - 4 Locations**

Tennant Creek, NT – 6 month contract  
Alice Springs, NT - 12+ month contract  
Coonamble, NSW – 12 month contract  
Campbeltown, NSW - 12 month contract

#### Salary & conditions:

- Base salary \$80,000-\$90,000, negotiable plus superannuation
- Salary Sacrificing Available
- Relocation & Accommodation Assistance
- 25 days annual leave and Rostered day off every 6 weeks
- Be part of the solution with an Aboriginal controlled NGO

### More Information

We are an Aboriginal-run charity that trains local people to deliver literacy classes in their communities. We use an innovative campaign approach that has been adopted in locations around the world with great success - since 2012, we've been proving it works in Australia too.

We also know lifting adult literacy levels in a community leads to a cascade of positive impacts. In fact, lifting adult literacy levels in Aboriginal communities has the potential to be *the* game-changer in tackling Indigenous disadvantage.

We are seeking Campaign Project Officers to join our dedicated team.

### Duties

Working under the direction of the National Campaign Manager, the CPO is responsible for the work on the Aboriginal Adult Literacy Campaign:

- Planning, organisation and administration of the Campaign and Campaign Budget
- Being trained in the 'Yes I Can' adult literacy method
- Implementing the 3 phases of the Campaign
- Managing the household Literacy Survey
- Socialisation and Mobilisation of the Campaign in community, with organisations and service providers and establishing a local Campaign Working Group

Supervising all staff and supporting their development in the skills needed in their role

Developing and implementing a 100-hour learning program for Phase 3 post-literacy of structured literacy-based activities including work experience

Managing the proper reporting of Campaign data

Providing progress reports to the National Campaign Manager

Other duties as required by the Executive Director

## **THE SUCCESSFUL CANDIDATE WILL HAVE:**

### **Essential**

Experience working for a community development or not-for-profit organisation

Experience working with First Nations peoples and/or remote communities

Sound administrative, communication, computing and project management skills

### **Desirable**

Experience in adult education, community development or language, literacy, numeracy and digital literacy (LLND) training with relevant tertiary qualification in one of these areas or equivalent

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

To apply please submit a current resume and cover letter to [admin@lflf.org.au](mailto:admin@lflf.org.au)