

## Position Description

### **Administration Coordinator**

<b>Position title:</b>	Administration Coordinator
<b>Position Location:</b>	WFH/Remote
<b>Employment load:</b>	Full time
<b>Direct reports:</b>	None
<b>Application deadline:</b>	10 November 2023
<b>Position start date:</b>	27 November 2023
<b>Salary</b>	\$72,000 per annum plus superannuation and salary packaging

### **About the Literacy for Life Foundation**

Literacy for Life Foundation is an Aboriginal-run and community-focused charity seeking to address low literacy in Aboriginal communities.

Teaching adults to read and write is a critical first step in enhancing intergenerational literacy, delivering better health outcomes, lifting employment and achieving improved self-determination.

The Literacy for Life Foundation leads from behind, promoting and supporting Aboriginal community members as experts in their own context, allowing them to take on the role of adult literacy facilitators and mentors and boosting literacy in their communities. We place power in the hands of local Aboriginal community members who care about each other and understand the strengths and needs of their community.

We use an innovative, evidence-based, campaign approach that has helped millions around the world and is now delivering results across Australia. Promoting local Aboriginal ownership and leadership of the campaign at each site, our approach recognises rich existing cultural knowledge and ways of learning, supporting learners to acquire the literacy skills that lead to further opportunities.

You can learn more about the work we do on our website: [www.lff.org.au](http://www.lff.org.au)

### **Position Brief**

The Administration Coordinator will provide daily administrative, logistic and operational support to the Executive Director, National team and remote campaign teams, enabling the work of the campaigns across sites in NSW, QLD and the NT.

### **Candidate Profile**

Community is at the heart of what we do. To be a successful member of the Literacy for Life Foundation you will be committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples through the transformative power of literacy for people's lives, communities and broader social equity. You will be a passionate changemaker and advocate for social justice and the rights of First Nations people.

To be successful in this position, you will be highly organised and able to prioritise multiple tasks. Working collaboratively or independently as required, you will be flexible and adept at troubleshooting and problem solving. With excellent communications skills, you will work well in a culturally diverse and dynamic environment. You will have excellent computer skills including G Suite and MS Office including Excel.

### **Primary Responsibilities**

- Provide daily administrative, logistic and operational support to the Executive Director, National team and remote campaign teams.
- Organise staff housing and utilities in remote areas and manage all aspects of the real estate relationship.
- Fleet management including vehicle lease / purchase, insurance, registration, fuel cards, roadside assistance and vehicle maintenance.
- Support HR functions including coordinating onboarding, reimbursements, allowances and payroll.
- Setup and manage staff expense systems.
- Monitoring and ordering office equipment, technology, classroom and stationery supplies.
- Liaise with external suppliers.
- Travel arrangements for staff and overseas volunteers.
- Meeting scheduling and support.
- Monitor shared inbox including sharing relevant information with the team.
- Manage Accounts Payable and work with external bookkeepers and accountants.
- Event support to assist annual graduation ceremonies in Campaign communities.
- Other administrative duties as required.

### **Selection Criteria**

#### **Essential**

1. Demonstrated experience and skills in administration.
2. Excellent organisation, communication, computing and problem-solving skills.
3. Ability to work both collaboratively and independently in a dynamic team environment, preferably with experience coordinating across locations and/or working remotely.

#### **Desirable**

1. Experience working with First Nations people.
2. Experience working for a community development or not-for-profit organisation.

### **How to Apply**

To apply for this position, send your CV and a cover letter addressing the selection criteria and primary responsibilities to [admin@lflf.org.au](mailto:admin@lflf.org.au).

Applications close on 10 November 2023.

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