

Position Description

Position title:	Coordinator
Position Location:	Mt Druitt Adult Aboriginal Literacy Campaign
Employment load:	28 hours per week, part-time 12 months contract with the possibility to extend
Reports to:	Campaign Project Officer – Mt Druitt
Reports:	Nil (works closely with Campaign staff and volunteers)
Position start date:	ASAP
Base salary range:	\$35 per hour (plus superannuation and NFP salary sacrifice benefits)

This is an identified position. Applicants must identify as Aboriginal and/or Torres Strait Islander.

About the Literacy for Life Foundation

Literacy for Life Foundation is an Aboriginal-run and community-focused charity seeking to address low English literacy and digital literacy in Aboriginal communities. We run First Nations led Campaigns and have helped 500+ First Nations learners and have employed 100+ First Nations staff. We have worked with community since 2012 in places like Bourke, Wilcannia, Brewarrina, Walgett, Coonamble, Orange, Cairns, Tennant Creek, and Kempsey.

The Mt Druitt Campaign is thriving and has been running since 2024. We are about to start our 6th intake of students, and need a new coordinator to keep up the strong momentum and build it into the future.

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.lflf.org.au

Position Brief

The Coordinator – Mt Druitt plays a key role in the delivery and ongoing success of the Mt Druitt Adult Aboriginal Literacy Campaign.

This is a community-facing role focused on supporting participation, strengthening engagement, and ensuring the smooth day-to-day operation of the campaign. The Coordinator acts as a positive role

model, encourages community involvement, and helps create a culturally safe and supportive learning environment.

The role balances community engagement, coordination of activities, and administrative support to ensure strong student participation and campaign momentum.

Key Responsibilities

Community Engagement & Outreach

- Promote the campaign within the local community, raising awareness about the importance of literacy
- Encourage community members (“mob”) to enrol and participate as learners
- Build and maintain relationships with local organisations, services and community groups
- Organise and support community-based campaign activities and events

Campaign Coordination & Support

- Assist in coordinating campaign activities and supporting team collaboration
- Contribute to problem-solving and day-to-day operational needs
- Support the delivery of a positive and inclusive learning environment
- Act as a strong, reliable team member and role model for other First Nations staff

Student Participation & Retention

- Support students to enrol, attend and remain engaged in the program
- Build rapport with learners and provide encouragement throughout their learning journey

Administration & Operations

- Complete administrative tasks including student registrations, attendance tracking, emails and online forms
- Maintain accurate records and support reporting processes
- Participate in training and ongoing capability development
- Undertake additional duties as required to support the campaign and team

Candidate Profile

Who are we looking for?

Community is at the heart of what we do. The successful candidate will be deeply committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples through the transformative power of literacy, and to supporting community-led change and self-determination.

You do not need formal teaching or education experience. Instead, you bring a willingness to learn, strong organisational skills, and the ability to connect with people.

To be successful in this role, you will be:

- **Community-minded**, with a genuine desire to support your mob to learn and grow
- **A strong communicator**, able to build relationships and engage people effectively
- **Reliable and organised**, able to manage tasks and follow through on commitments
- **A positive role model**, demonstrating leadership within the community
- **A collaborative team member**, able to work alongside others and contribute to shared goals
- **Adaptable and proactive**, willing to learn and take initiative

Selection Criteria

Essential

- Identifies as Aboriginal and/or Torres Strait Islander
- Strong connection to community and ability to engage respectfully
- Good communication and interpersonal skills
- Demonstrated reliability and organisational ability
- Willingness to learn and participate in training
- Basic administrative and digital skills (or willingness to develop these)
- Current National Police Check and Working With Children Check, or willingness/ability to obtain both

Desirable

- Experience in the not-for-profit or community development sector

To Apply

Email your CV and a brief cover letter about why you want to apply to admin@lflf.org.au

Applications close on Monday 29 June.

To arrange a yarn about the role contact the Campaign Project Officer – Mt Druitt, Barry Thorson barry.thorson@lflf.org.au or 0401 486 142