

Thank you for your interest in the role of **Executive Assistant**. This application package has been designed to provide you with an overview of the role and to address many of the questions that you may have.

How to Apply

All applications need to be submitted by email to Nicola Cools at nicola@linkz.net.au

Applications close at 5pm Monday 15th March.

You need to ensure that your application includes the following information:

- a current resume or curriculum vitae
- a brief response to the skills required section
- two referees with contact details (these can be of a personal or professional nature)

The Application Process

All applicants will be notified of their progress by Friday 19th March. Shortlisted applicants will need to be available for interview during the week starting 23rd March.

If you have any further questions please contact:

Nicola Cools

HR Officer

E nicola@linkz.net.au

ABOUT LINKZ

Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale. Our identity is firmly based on the notion that individual humanity is inextricably bound to others and so in order to be effective we must join together.

By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.

Linkz believes that this can be achieved by:

- Providing opportunities for personal development through volunteering
- Creating more Australian-based volunteer opportunities for young people
- Increasing the frequency and quality of positive interactions and learning's between Indigenous and non-Indigenous Australians
- Utilising the 'ripple effect' to encourage and support volunteers to share their experiences with the broader community
- Providing opportunities for cross-cultural exchange
- Building shared pride in Aboriginal culture and knowledge for Indigenous and non-Indigenous Australians and promoting it as part of the broader Australian identity
- Providing communities, and in particular young people, with the opportunities they need to build the skills to identify and create localised solutions
- Offering resources to address the lack of available services in regional and remote Aboriginal communities

Linkz Incorporated was registered as an incorporated association in NSW in December 2008. Since that time Linkz has sought registration as a national body and now has teams in Western Australia, New South Wales, ACT and Victoria while also running programs and activities across the Northern Territory.

Linkz Incorporated > National Support Team > Executive Assistant – Perth, WA

POSITION TITLE	Executive Assistant
<p>Job Outline</p>	<p>Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale.</p> <p><i>By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.</i></p> <p>We are looking for a volunteer Executive Assistant who will provide a full range of administrative support to the CEO as well as fulfilling functions related to the Linkz Board of Directors.</p> <p>The Executive Assistant is a key member of the National Support Team and plays a central role in the coordination and management of interstate activities and programs. This position will be required to work closely with a range of team members including the CEO, Program Coordinators, Business Manager and also the finance team.</p>
<p>Responsibilities</p>	<p>Key areas of responsibility will include:</p> <ul style="list-style-type: none"> • Acting as a first point of contact regarding requests and enquiries for the CEO • Prioritising incoming correspondence and independently distributing to relevant team members and initiating follow up action as required • Processing accounts and payments • Managing the CEO’s diary and scheduling appointments as required • Arranging travel and accommodation undertaken by the CEO and other staff • Liaising with staff and external stakeholders and acting on behalf of the CEO as directed • Assisting with the creation of a range of documentation including Board papers • Scheduling Board meetings and coordinating attendance • Maintaining records and updating databases • Maintaining Board papers, minutes and required documentation as well as the company seal and members register • With guidance from the CEO, monitoring and attending to statutory and compliance requirements including the lodgement of returns, forms and other documentation

**EXECUTIVE
ASSISTANT**
Application Package



Skills Required	<ol style="list-style-type: none">1. Excellent time management skills2. Excellent verbal and written communication skills3. Ability to work as part of a team4. Initiative and high level of self-motivation5. Well developed computer literacy skills including the ability to use a range of software packages
What you get out of it?	<p>As a Linkz volunteer you have the chance to be involved in making a difference to the lives of vulnerable and disadvantaged young people across Australia!</p> <p>On a professional level you will also get the opportunity to develop workplace experience in the not-for-profit sector and build a range of transferable skills which are highly valued by employers.</p>
Time Commitment	The weekly time commitment for this volunteer position is both variable and flexible. It is however likely to be approximately 10-12 hours per week.
Location	Perth, Western Australia
Reports to	Chief Executive Officer