# **BLIND CITIZENS AUSTRALIA**

# **POSITION DESCRIPTION**

# **NSW/ACT Administration Officer**

# **About Blind Citizens Australia**

Blind Citizens Australia is the National representative organisation of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

# **Duty Statement**

* Position Title: NSW/ACT Administration Officer
* Duration: 12 month contract with the possibility of extension (includes a 3 month probationary period)
* Region: The position is based in Sydney. The successful applicant can work from BCA’s Sydney office, or remotely by negotiation with the Chief Executive Officer.
* Hours: 20 hours per week, (some weekend and evening work will be required.)
* Salary: to be discussed at interview and paid under the SCHADS Award. Superannuation contributions and salary packaging are available.
* Reporting Relationships: The position reports to the NSW/ACT Coordinator.

# **Position Purpose**

* To provide effective and efficient administration to BCA’s NSW/ACT state division.
* To assist with organisation-wide administrative tasks as directed.
* To maintain ongoing effective relationships with BCA members, staff, committees and partners.

# **Duties**

* Preparing agendas and taking minutes for internal meetings, State Division Committee and Sub Committee meetings
* Managing incoming and outgoing mail
* Editing and formatting documents
* Creating and maintaining filing system
* Managing volunteers
* Assisting with events: sourcing venues, catering, managing RSVPs
* Managing all office related issues and enquiries
* Answering and responding to incoming calls and e-mails
* Supporting staff with research, evaluations and other administrative tasks

# **Key Selection Criteria**

* Demonstrated experience in administration, reception, Executive Assistant or equivalent roles
* Demonstrated knowledge of Microsoft Office programs including Word, Excel and Outlook.
* Ability to work with and relate to people who are blind or vision impaired.
* Ability to work with a high degree of autonomy and to interact with people in a small team across multiple locations with a unity of purpose and support for all team members.
* Ability to communicate in a friendly but professional manner via phone, e-mail and in person.

**Note:** Blind Citizens Australia employees are required to work within the policies, procedures and philosophical framework of the organisation and to adhere to the highest professional and ethical standards in the performance of duties and responsibilities associated with the position.

**Applications close at 5:00 PM on Monday, 27 August, 2018.**

Applications addressing the selection criteria contained in this position description should be emailed as a Word file to:

Sally Aurisch

NSW/ACT Coordinator

Blind Citizens Australia

Email: sally.aurisch@bca.org.au

If you require more information, please contact Blind Citizens Australia on 1800 033 660.