



Executive Administration Officer

Position Description

Job Title	Executive Administration Officer
Reports to	Executive Director
Status	12 month contract (option to extend – dependent on organisational need and funding) 3 month probation Full-time or part-time
Direct reports	Nil
Salary range	\$72,112 - \$76,803 plus superannuation, commensurate with experience (pro-rata if part-time)
Annual leave	5 weeks
Location	Darwin

Environment Centre NT

Our vision: a thriving natural environment and a sustainable future for all Territorians.

Our purpose: To inspire, support and take action that protects the environment

The Environment Centre NT is the peak community sector environment organisation in the Northern Territory (NT). Originally established in 1983 to fight uranium mining in Kakadu National Park, we continue to work closely with communities across the Northern Territory to stop environmentally destructive projects, hold government and industry to account, and improve environmental regulation and governance. We recognise the ownership and custodianship by Traditional Owners of lands and waters in the NT, and that solutions to the ecological crises we face must be led by First Nations people. We harness the power of our community so that people everywhere are speaking up for the Territory's environment.

The position

The Executive Administration Officer provides high level and confidential administrative support to the Executive Director and provides administrative support across all ECNT business functions and program areas. The organisation is expanding and taking on new challenges and opportunities, requiring strong administrative management.

Reporting to the Executive Director, you will work with the Executive Director and all ECNT employees, providing administrative support and coordination to help our processes and organisational systems run smoothly at all times.

You are a highly organised, adaptable and motivated all-rounder with experience in providing executive administrative support. Your organisational skills and your attention to detail will support a thriving team passionate about protecting the Northern Territory's natural and cultural values.

Responsibilities

- Implement and maintain office systems to ensure the effective running of the office.
- Provide administrative support to the Executive Director, in diary and email management, organisation of meetings, appointments, conferences and travel arrangements.
- Provide reception duties, including answering phones and directing queries to relevant staff.
- Provide meeting and events support across all work areas, including supporting logistics including venue booking, catering, and travel as needed by ECNT staff.
- Organise Board meetings and ensure the correct procedures are followed regarding notification of meetings, distribution of Board papers etc.
- Assist the Executive Director with the preparation of reports for the Board, partners and funders.
- Assist the Executive Director with management of relationships with donors and funders.
- Supervise and maintain office equipment, supplies and office building generally.
- Manage and respond to emails on ECNT's administration email account.
- Facilitate subject matter experts develop, implement and review all ECNT policies and procedures and contribute to a healthy workplace through the identification and management of risks.
- Manage ECNT's merchandise and shop.
- Maintain ECNT's organisational calendar and track key event dates.
- Monitor policy and procedures implementation.
- Other general administrative support as required.

Selection and Attributes Criteria

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

- At least 3 years experience in an executive administration officer position
- Qualifications in business administration or related field is desirable
- Demonstrated ability to efficiently organise and manage an office
- Experience of Office 365 programs and windows
- Excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities
- Highly effective communication and interpersonal skills to enable professional and confidential interaction with a range of people
- Professional and motivated with a positive attitude, sound judgement; a strong work ethic and demonstrated ability to work in a team
- A passion for the environment

To apply

Applications close at 11:55pm on June 16 2023. Only successful applicants will be contacted and invited for an interview via email. Please send your application to kirsty.howey@ecnt.org with a subject line Executive Administration Officer position and the following documents attached:

- a cover letter addressed to Kirsty Howey, Executive Director
- a short CV, and
- a document addressing the key selection and attributes criteria