



## POSITION DESCRIPTION

**POSITION TITLE:** Executive Assistant

**BASIS OF EMPLOYMENT:** 30.4 hrs per week

**LOCATION:** Hobart

**WORK ENVIRONMENT:** This role is based in our Hobart CBD office.

**SALARY:** To be negotiated based on skills and experience. pro rata.

**RESPONSIBLE TO:** Operations Manager

### ABOUT THE POSITION

The Executive Assistant provides high-level administrative support to the Chief Executive Officer (CEO), Board, Members Council, and management team. This role ensures smooth day-to-day operations, contributes to the efficiency and effectiveness of internal processes, and supports governance and HR functions.

### POSITION RESPONSIBILITIES

Position Responsibilities	Duties
Assistance to the CEO	<ul style="list-style-type: none"> <li>● Manage and prioritise CEO's diary, emails, calls, and travel arrangements</li> <li>● Prepare briefing notes, correspondence and materials for meetings and advocacy</li> <li>● Attend events and represent the CEO when required</li> <li>● Support with task management and follow-up actions</li> <li>● Provide triage and redirection of inbound communication.</li> </ul>
Board and committee support	<ul style="list-style-type: none"> <li>● Schedule and coordinate meetings for the Board, Members Council, and subcommittee.</li> <li>● Prepare and distribute agendas and minutes</li> <li>● Arrange venues, travel, and catering as required</li> <li>● Lead the organisation of the AGM</li> <li>● Support with creation of Terms of Reference for committees and working groups. Ensure groups understand and follow appropriate protocols.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>● Maintain governance records</li> <li>● Develop a robust understanding of our constitution and ensure the appropriate supporting policies and controls are in place</li> </ul>



Position Responsibilities	Duties
	<ul style="list-style-type: none"> <li>● Maintain a robust decision tracking system</li> </ul>
Management Team Support	<ul style="list-style-type: none"> <li>● Organise internal management meetings and track actions</li> <li>● Assist with preparation of documents and reports</li> <li>●</li> <li>● Coordinate logistics for workshops, briefings and other functions</li> </ul>
Human Resources Support	<ul style="list-style-type: none"> <li>● Coordinate recruitment activities and onboarding processes</li> <li>● Support offboarding and staff exits</li> <li>● Assist in reviewing and drafting position descriptions and policies</li> <li>● Help facilitate the performance review cycle</li> <li>● Log and report on absence</li> <li>● Provide support for volunteer onboarding</li> <li>● Maintain HR diaries including probation completion and appraisals</li> <li>● Coordinate professional development logistics</li> </ul>
Workflow and Systems Management	<ul style="list-style-type: none"> <li>● Maintain accurate data and logs in Nationbuilder CRM</li> <li>● Help improve and maintain administrative systems across the organisation</li> </ul>

## EXPERIENCE

At least 3 years' experience in a similar Executive Assistant or senior administrative role, preferably supporting executives and/or boards in a not-for-profit, environmental or stakeholder-focused organisation.

## QUALIFICATIONS & CERTIFICATIONS

- Tertiary qualification in Business Administration, Management, or related field (desirable)
- Current Australian Driver's Licence
- Working with Vulnerable People registration
- First Aid Certificate (or willingness to obtain)
- Experience with Nationbuilder and ClickUp (or similar CRM/project tools) is an advantage

## PERFORMANCE INDICATORS

- Maintain CEO diary accuracy and manage 100% of travel bookings within required timeframes
- Distribute agendas and minutes within 5 business days of meetings
- Ensure all board and committee records are up to date and accessible



- Respond to all internal and external enquiries within 2 business days
- Complete recruitment support tasks within timelines specified in our task management system (e.g., job ad posting within 2 days of approval)
- Maintain 100% compliance with policy and procedure review schedule
- Accurately record member and stakeholder interactions in CRM with less than 5% error
- Ensure 90% of CEO action items from meetings are tracked and followed up via task management system
- Achieve >90% staff and leadership satisfaction in internal support services (via feedback or survey)