

OFFICE ASSISTANT

Position description

Our small but growing organisation needs a part-time, reliable, organised Office Assistant to manage the day-to-day administrative aspects of running the office. The successful applicant will have a positive attitude, work efficiently, and have excellent communication skills.

This role will allow you to learn everything that goes into supporting a dynamic team of lawyers, campaigners, communications and fundraising staff. You will be an essential part of helping our lawyers protect the environment and combat climate change.

The role is 0.6FTE (3 days a week), fixed-term for 12 months, with the possibility of extension beyond this date depending on funding.

We are looking for attention to detail and accuracy, and someone who can problem-solve and work on their own initiative, while being part of a collaborative team. If you are passionate about the environment and environmental justice, we'd love to have you join the team.

Environmental Justice Australia is an equal opportunity employer. Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQI people and people with a disability are encouraged to apply.

About us

Environmental Justice Australia is a leading public interest legal organisation. Our lawyers act on behalf of people and community organisations to safeguard health; protect magnificent forests, rivers and wildlife; and tackle the climate crisis. We partner with communities and other social justice organisations because we are stronger together.

Using innovative approaches, we find the best legal solutions to climate and environmental issues. Our team works inside and outside the courtroom to make the system fair and just for all. We work on issues and in areas of Australia where we can have the most impact.

Our values

Collaboration: We work in partnership with community and other organisations because we are in this together

Respect: We treat everyone with respect and we value different perspectives as we know we can learn something from everyone

Ambition: We aim high and are at all times focused on achieving maximum impact for nature, climate and communities

Positivity: We maintain hope and a positive approach because we believe we can change the world

Justice: We are driven by our sense of justice – it's at the core of everything we do.

Responsibilities

- Handling incoming calls and other communications when volunteers are not able to do so.
- Greeting clients and visitors.
- Helping organise and maintain office common areas.
- Performing general office duties and errands, including collecting and processing mail, keeping the kitchen stocked with essentials.
- Provide day-to-day IT helpdesk function to staff for basic issues.
- Supporting staff in booking, catering, setup and running EJA events as necessary.
- Maintaining stationery inventory and general office supplies.
- Support the Office Manager in financial tasks including physical banking, preparing invoices, managing petty cash and reimbursements.
- Ensure office equipment is properly maintained and serviced.
- Work with the legal team to electronically archive and finalise closure of legal files.
- Support the Office Manager with the volunteer program, including recruitment, induction, support, training and liaison with supervisors.
- Support the COO and staff to update EJA policies and procedures, including updating the Office Manual on the intranet.
- Other duties as directed by the Co-CEOs, the COO or the Office Manager.

Selection criteria - skills, qualifications and experience required

Essential

- Experience as an office assistant or in a comparable role
- Highly organised with excellent time management skills
- Warm personality with strong communication skills
- Ability to work well under limited supervision
- Basic functioning and simple trouble-shooting for office equipment and IT network
- High level of technological competence, including Microsoft 365 environment, and messaging and task management software (EJA uses Microsoft Teams, Slack and Asana)
- Demonstrated ability to use initiative and problem-solving skills in the workplace

Desirable

- Volunteer management experience
- Commitment to environmental and social justice issues.
- Event logistics experience

Location

Melbourne.

Terms and conditions

Terms and conditions for these roles will be negotiated based on the following:

- The position is 3 days per week, on Monday, Tuesday and either Wednesday or Thursday. These days are non-negotiable.
- The role is fixed-term for 12 months, with the possibility of extension beyond this date depending on funding.
- The role is based in Melbourne at our office in Carlton.
- Out of hours work is required occasionally.
- The position reports to the Chief Operating Officer with day-to-day direction from both the COO and the Office Manager.
- Terms and conditions of employment are based on the Community Legal Sector Multi-Business Agreement with competitive over-agreement salary and conditions. Salary range for the 3 days per week role is \$36,870-\$38,610 plus super, depending on experience.

How to apply

Send us your brief application comprising:

- your curriculum vitae; and
- a statement of no more than 3 pages detailing why you want to work with us, addressing the selection criteria outlined above.

Email your application to recruitment@envirojustice.org.au

Enquiries: Thea Lange, Chief Operating Officer, Monday to Thursday, 03 8341 3101 or by email to recruitment@envirojustice.org.au

Closing date: Sunday 1 August 2021 at 11.59pm (AEST)