



Job Description

Job Title	Marketing and Executive Assistant
Location	Drummoyne, NSW
Position type	Part time
Hours	20 hours per week
Remuneration	\$45,000 plus super, and salary sacrifice Includes company phone and computer

Touched by Olivia's Mission

Touched By Olivia was founded in 2006 in memory of Olivia Perkins. We believe that all children can lead healthier and happier lives, and it is our mission to advocate for an inclusive society, connected by play through our Livvi's Place National Network of inclusive playspaces.

Job Information

Touched by Olivia is seeking an Administration and Marketing Coordinator to support the CEO with the day-to-day operations of the company, including developing and maintaining governance, marketing, financial and fundraising systems. This is a three year position with a three month probationary period.

Essential

- Excellent administration and organisational skills relevant to small not-for-profit operations;
- Demonstrated ability to undertake marketing related tasks;
- Passion to work inclusively with marginalised communities;
- Excellent communication skills in both verbal and written forms;
- Excellent interpersonal skills including exceptional attention to detail and a team player;
- Strong computer literacy with Microsoft Office and the Internet and
- Experience using design software and/or accounting software (MYOB).

Position Duties

Office Admin	<ul style="list-style-type: none"> • Attend weekly staff meetings • Maintain office efficiency including answering phone calls and recording phone messages, ordering stationery/office sundries, collecting and sending mail, keeping the office tidy and troubleshooting IT issues • Coordinate volunteers to support administration requirements • Support with meetings and events including bookings, minute-taking and preparation of papers and handouts
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	<ul style="list-style-type: none">• First point of call for office visitors, phone calls and general emails• Record keeping including photocopying, scanning and online/hard copy filing
Marketing	<ul style="list-style-type: none">• Support the team with marketing related tasks• Coordinate website updates, social media sites and e-newsletter• Write and distribute direct mail campaigns• Design and distribute materials and invitations
Fundraising	<ul style="list-style-type: none">• Assist with fundraising planning and implementation including researching funding sources• Writing and submitting proposals and acquittals• Maintaining records and documentation
Governance	<ul style="list-style-type: none">• Assist with administration of the Board eg support with board papers, attending meetings as minute taker, preparing and distributing minutes.
Other key position duties	<ul style="list-style-type: none">• Contribute to the annual business planning process and the wider thinking, planning and evaluation of the company;• Work closely and supportively with all staff and partners to ensure smooth operations;• May need to work flexible hours, including weekends and nights when required;• Over time, take on strategic projects that help improve the company's operations

Applications will be accepted via email to Bec Ho bec@touchedbyolivia.com.au before Friday 26 June, Please include CV, two references and a cover letter.