

Organisation	Women in Media Australia
Organisation Type	Charity/NFP
Coverage	National
Position Title	Admin/Operations Coordinator
Hours per week	16 hours per week
Remuneration	\$45-60/hr (ABN required)
Location	Virtual
Industry / Sector	Media / Arts
Skill Sought	Operations, admin support, budget management, accounts payable, project and event organisation, digital proficiency
Closing Date	October 5, 2023

Position Description

We are recruiting for an organised self-starter to be our new national admin/operations coordinator (16 hours/2 days per week). The operations coordinator will ensure that administrative tasks are completed and that the organisation functions efficiently. You'll report to the General Manager and work closely with the voluntary board of directors and committee members of this not-for-profit purpose driven organisation.

You'll be well-versed in internal operations, performing administrative duties, managing budgets, accounts payable, assisting with project management, liaising with service/support providers, and organising events. You'll possess excellent communication skills and be able to juggle multiple tasks. Top candidates will have strong organisational, critical thinking, and interpersonal skills.

The Operations Coordinator will report directly to the General Manager on a part-time basis as a consultant with your own ABN.

About Women in Media

Women in Media is a not-for-profit registered charity that exists to help women in media excel, learn, contribute, and connect. With over 6000 members nationwide and branches in each state and territory, members work in all facets of the media including journalism, communications, production, public relations, advertising, marketing, publishing and digital media. Our initiatives aim to increase gender equality, extend leadership and economic participation opportunities for women, and build a safer, more respectful culture in Australian workplaces. For more information visit www.womeninmedia.com.au.

Operations Coordinator Responsibilities:

- Assisting with the coordination of daily operational activities
- Performing administrative tasks etc.
- Providing excellent stakeholder engagement, maintaining relationships with directors, State convenors and committees, volunteers, members, contractors and partners
- Oversight of scheduling and coordination of board and committee meetings, agendas, board paper collation, notetaking, and dissemination of minutes.
- Project management of Women in Media initiatives by collaborating to create a plan for new initiatives, allocating assignments, tracking progress, resolving issues and ongoing tracking and support for existing initiatives
- Managing budgets and preparing financial reports, planning, and auditing

- National accounts payable, with financial support for all state committees
- Ensure all legal and regulatory documents are filed, kept current and monitored for compliance
- Support planning and organising conferences, events, training programs, and member engagement activities
- Preparing and maintaining operations documents and reports
- Collaborate on communication and promotion of internal and external initiatives and events

Selection Criteria

Ideal candidates will have the following attributes:

1. Experience in office management or an administrative role with excellent skills in record keeping, document management, report writing and efficient turnaround times for information requests
2. Experience in accounts payable financial processes and preparation of BAS documentation
3. Excellent communication and people management skills
4. Excellent organisational and time management skills
5. Outstanding interpersonal skills
6. Comfortable to source, engage and manage consultants and contractors as required.
7. Experience with Team building and engagement
8. Proficiency in Google Mail, Drive & document management, Microsoft Office
9. A working knowledge in Zoom, Xero, Canva, Humanitix and Mailchimp
10. Familiarity with email marketing and social media/digital platforms, such as X, Facebook, Instagram, Threads, TikTok, YouTube
11. Ability to multi-task and prioritise
12. Self-starter with strong problem-solving skills
13. A willingness to learn
14. Interest in working to improve and streamline processes

WiM encourages applications from Aboriginal and Torres Strait Islander peoples, people from cultural and linguistically diverse backgrounds, people with disability, LGBTIQ+ and people of all ages.

Apply

Please submit a cover letter detailing your expression of interest and your resume by October 5, 2023 to work@womeninmedia.com.au

Website

For more information about Women in Media visit www.womeninmedia.com.au