

Expressions of Interest

Administration Officer: Connecting to Country Program

The NSW Aboriginal Education Consultative Group Inc. (NSW AECG) is looking for a highly motivated well organised person to join our team. If you believe this is you then we'd love to hear from you.

Position: Administration Officer: Connecting to Country Program

Location: Stanmore, (Preferred) Sydney NSW 2048- or by negotiation

Salary: Remuneration package valued up to \$71,000 based on demonstrated and proven experience includes employers' contribution to superannuation.

Employment A two-year contract will be offered to the successful candidate, with the possibility of an extension.

Position Criteria: (Essential)

- Aboriginality: this is an identified position under Section 14 (d) of the Anti- Discrimination Act 1977.
- Have sound knowledge of the NSW AECG and its purpose, governance structures and core objectives.
- Sound knowledge of issues impacting on the quality of education for Aboriginal communities.
- Demonstrated time management and organisational skills
- Demonstrated experience working for Aboriginal community led initiative
- Sound knowledge of and ability to monitor budgets
- Full COVID vaccinations
- NSW Driver's License and ability to travel within NSW and interstate as required
- A current NSW Working with Children Check clearance for paid employment & National Criminal History Check or willingness to obtain.

Please forward your expression of interest which addresses all the position criteria along with your resume to:

Kirsten Booker
NSW AECG, 37 Cavendish Street
STANMORE NSW 2048
kirsten.booker@aecg.nsw.edu.au

Expression of interest application must be received by
COB Friday 16th September 2022.

EOI applications will not be received after this date.