



## Administration Officer

(Identified Position) - Traineeship Certificate III in Business Administration

Salary	Salary at Award rates
Conditions of Service:	A 12 month fixed-term Traineeship Certificate III A full-time Monday to Friday role working in Brisbane CBD
Key Dates	All applications must be emailed to <a href="mailto:sharon@sharingstories.com.au">sharon@sharingstories.com.au</a> by 5pm Friday 28th January 2022. Shortlisted applicants will be invited to interview week beginning 1st February 2022. The successful applicant will commence 21 February 2022.
Contact	Any questions can be emailed to <a href="mailto:sharon@sharingstories.com.au">sharon@sharingstories.com.au</a>

## Organisational Background

SharingStories Foundation works with First Nations communities to protect, maintain and grow language, stories and cultural heritage. Engaged as a culturally safe partner, SharingStories delivers community driven media and education initiatives that build capacity for cultural continuity, production and distribution of rich outcomes.

## The Role

We are looking for a bright and motivated person to join our busy team! You will be working in a national not-for-profit organisation where strong meaningful partnerships with First Nations communities is vital to the work. This is an incredible opportunity for the right person to help us prepare for the launch of our exciting and innovative Connecting to Country App and Cultural Education Portal in 2022!

As a trainee, the successful applicant will have on the job training to develop general administrative and management skills, as well as:

- Assisting team members with administrative and logistical tasks
- Entering data into information management systems, checking to ensure the accuracy of the data
- Responding and attending to enquiries in a timely and efficient manner with high level of customer service and communication both internally and externally
- Management of all incoming and outgoing correspondence including emails and newsletters

## The successful applicant must:

- Must be of Aboriginal and/or Torres Strait Islander descent
- Have a genuine interest in administration

- Be eligible to complete a Certificate III
- Be able to work as part of a team
- Have a good level of computer literacy
- Have excellent communication skills
- Be willing to travel interstate if required, providing administrative support for project delivery
- Understanding of the protocols when working with Aboriginal and Torres Strait Islander peoples.

### How to Apply:

**Please submit your resume and a cover letter outlining:**

1. Whether you have already completed any Certificates, Diplomas or Tertiary Studies
2. What skills and knowledge you will bring to this position
3. Why you are interested in working with SharingStories Foundation.

\*This organisation considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement for this position under section 14 of the Anti-Discrimination Act 1977 (NSW)

