

Administrative Assistant – Old Ignatians' Union

Location: Hybrid remote from home and at Saint Ignatius' College Riverview

Job Type: Contractor - part time (initially 20 hours per week)

Company Overview:

The Old Ignatians' Union (OIU) is a member-based, not-for-profit organisation, consisting of some 8,000 plus members made up of ex-students from Saint Ignatius College Riverview.

The mission of the OIU is to "To engage, connect and support OIU members, to assist the College in the promotion of education and continuing development of a Jesuit way of life, and be true men for others by serving the broader community."



Management of the OIU and its activities is by a volunteer-based elected committee, with appointments made at the Union's AGM each year. The College also provides support for OIU activities through personnel within the College's Advancement Office.

While formally headquartered at the College in Lane Cove, committee members provide their volunteer contributions remotely.

Opportunity

We are currently seeking an experienced and self-motivated Administrative Assistant to provide administrative support to the OIU Executive Committee and assist general committee members in the organisation of union activities & events.

Role Description:

As an Administrative Assistant for the OIU, you will be responsible for providing:



- Support to the OIU Executive team in the organisation, preparation and running of key meetings including:
 - Sending out meeting notices and invitations
 - Confirming attendance
 - Collating and distribution of documents to OIU Committee members
 - Compilation and publishing of meeting minutes
- Support with organising OIU events organising (i.e. booking venues, coordinating registrations, booking service providers, etc)
- Co-ordination of OIU communications (i.e. maintain event calendar, chase up and collate contributions for newsletters, work with the OIU communications lead to get content ready for newsletter posts, etc)
- General administration of OIU activities (i.e. Mail, Files, Appointments, etc)

As a contractor to the OIU, you will spend significant time within the Riverview Community, working closely with the school's Advancement Office. You would be required to engage with the school on behalf of the OIU.

Qualifications/Attributes:

- Proven experience in an administrative role or in a similar support role.
- Strong communication, negotiation and interpersonal skills in a unique environment supporting volunteers, who by default are not always available in a full-time capacity.
- Excellent organisational skills and attention to detail, providing support to a number of people with different skill sets.
- Proficiency in Microsoft Office Suite, particularly the ability to create, collaborate, and communicate.
- Knowledge and experience of Saint Ignatius' College Riverview would be preferred (though not necessary).

Benefits:

- Competitive hourly rate

How to Apply:

Interested candidates wishing to work with the OIU are invited to submit their resumé and a cover letter outlining their qualifications and relevant experience to president@oiu.org.au

Applications are welcomed up to 5th April, 2024.

The Old Ignatians' Union thanks all applicants for their interest. However, only those selected for an interview will be contacted.

As it is a contractor role, the successful applicant will need an ABN and invoice the OIU on a monthly basis.

