



Office Manager

- **Excellent opportunity with a community-based organisation**
- **Rewarding and meaningful role working with a small, dedicated team of professionals**
- **Part-time position, 30.4 hours per week**
- **Competitive salary range circa \$83,000 full time equivalent, plus super, plus salary packaging options**
- **Supportive, family-friendly work environment**
- **Position is located in Canberra**

About us

A Gender Agenda (AGA) aims to support the goals and needs of the intersex, transgender and gender diverse communities of Canberra and the surrounding region. Through education, advocacy, peer support and professional networks we connect people to each other and build off the wisdom of collective experiences.

The role

Reporting to the Executive Director, this position is responsible for providing administration and office support to AGA and executive support to the Executive Director. The position is a non-leadership role, but ensures the effective operation of the internal functions of the organisation. The position is also responsible for providing assistance to the Training Coordinator and Events Coordinator in the administrative functions of their roles.

To be considered for the role, you will have tertiary qualifications in a relevant field (eg. office/business administration). You will also have demonstrated strong experience and sound knowledge of office management and administration. You will be proficient in the use of computer software systems, including Windows environment, Microsoft Office, databases and finance systems (preferably LightYear) and/or have a willingness to learn new software programs.

You'll possess excellent verbal, written communication and interpersonal skills, with the ability to establish effective working relationships. Alongside this you will have experience in supporting committees and working groups. You'll have demonstrated experience in providing administrative support requiring a high degree of judgement, attention to detail, initiative, confidentiality, and sensitivity in the performance of work. Importantly, you will be able to plan, organise and establish your own work priorities and meet deadlines. Being flexible, keen to learn and willing to undertake a range of varied tasks is essential.

Ideally, the successful applicant will have lived experience and /or a strong identification of engaging effectively and working collaboratively with diverse communities, including members of the Lesbian, Gay, Bisexual, Trans, Intersex and Gender Diverse communities.

You must have a valid ACT Working with Vulnerable People Registration (WWVP).

The position offers a generous full-time equivalent annual salary circa \$83,000, plus super, plus salary packaging options.



Applicants should include a copy of their current curriculum vitae and a statement addressing the key selection criteria on the attached position description. Applications should be received no later than 5.00pm, Friday 12 January 2024.

For further information please contact Vik Fraser, Executive Director, on (02) 6162 1924.

We are an equal opportunity employer and are committed to creating an equitable and diverse workplace.