

Office Assistant

Position description

Our non-profit organisation needs a part-time, reliable, organised Office Assistant to manage the day-to-day administrative aspects of running the office. The successful applicant will have a positive attitude, work efficiently, and have excellent communication skills.

This role will allow you to learn everything that goes into supporting a dynamic team of lawyers, campaigners, and communications and fundraising staff. You will be an essential part of helping our lawyers protect the environment and combat climate change.

This is an ongoing role at 0.8FTE (4 days a week).

We are looking for attention to detail and accuracy, and someone who can problem-solve and work on their own initiative in a fast-paced environment, while being part of a collaborative team. If you are passionate about the environment and environmental justice, we'd love to have you join the team.

Environmental Justice Australia is an equal opportunity employer. Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQI people and people with a disability are encouraged to apply.

We will assess applications and interview as they come in so do not delay, apply now!

About us

Environmental Justice Australia is a leading public interest legal organisation. Our lawyers act on behalf of people and community organisations to safeguard health; protect magnificent forests, rivers and wildlife; and tackle the climate crisis. We partner with communities and other social justice organisations because we are stronger together.

Using innovative approaches, we find the best legal solutions to climate and environment issues. Our team works inside and outside the courtroom to make the system fair and just for all. We work on issues and in areas of Australia where we can have the most impact.

Values

Collaboration: We work in partnership with community and other organisations because we are in this together

Respect: We treat everyone with respect and we value different perspectives as we know we can learn something from everyone

Ambition: We aim high and are at all times focused on achieving maximum impact for nature, climate and communities

Positivity: We maintain hope and a positive approach because we believe we can change the world

Justice: We are driven by our sense of justice – it's at the core of everything we do.



Responsibilities

The Office Assistant is a critical member of the team. Reporting to the Chief Operating Officer, this role will include:

- Handling incoming calls and other communications
- Greeting clients and visitors
- Helping organise and maintain office common areas
- Performing general office duties and errands, including collecting and processing mail, and keeping the kitchen clean and stocked with essentials
- Supporting staff in booking, catering, setting up and running EJA events, and organising travel
- Maintaining stationery inventory and general office supplies
- Supporting with financial tasks including physical banking, managing petty cash and reimbursements
- Ensuring office equipment is properly maintained and serviced
- Other duties as directed by the Co-CEOs, the Chief Operating Officer or other members of the Operations team.

Selection criteria

Essential

- Experience as an office assistant or in a comparable role
- Highly organised with excellent time management skills
- Warm personality with strong communication skills
- Ability to work well under limited supervision
- Ability to assist with simple troubleshooting for office equipment and IT network
- High level of technological competence, including Microsoft 365 environment, and messaging and task management software (EJA uses Microsoft Teams, Slack and Asana)
- Demonstrated ability to use initiative and problem-solving skills in the workplace.

Bonus points for...

- Commitment to environmental and social justice issues
- Event logistics experience.

Location

The role is based in Melbourne.

Terms and conditions

Terms and conditions for these roles will be negotiated based on the following:

- This is an office-based position, however candidates may discuss options like working shorter hours across 5 days to fit with study, caring or other commitments
- The role is ongoing
- The role is based in Melbourne at our office in Carlton
- Out of hours work is required occasionally
- The position reports to the Chief Operating Officer with day-to-day direction from members of the Operations Team
- Terms and conditions of employment are based on the Victorian Community Legal Centres Multi-Enterprise Agreement with competitive over-agreement salary and conditions. Salary range for the 4 days per week role is \$60,892-\$64,569 (this is the pro-rata amount) plus super, depending on experience.

Benefits of working with EJA

You will be an important part of a lean but high-impact organisation. We are proud to offer our staff a supportive workplace with excellent conditions, including:

- Supportive work environment with options for flexible work hours.
- Five weeks of annual leave a year plus an additional three days off (pro rata) over the Christmas period.
- 17.5% annual leave loading.
- Above-award salaries, increased each year.
- 16 weeks' parental leave (pro rata).
- A range of other above-award leave offered.
- Ongoing professional development opportunities.
- Access to our Employee Assistance Program and wellbeing support.
- The Melbourne office has secure bike parking and is close to public transport as well as countless cafes, restaurants and shops and the Victoria Market.
- Be part of an organisation that values and celebrates cultural diversity.

How to apply

Send us a brief application comprising:

- your resume; and
- a statement of no more than 3 pages detailing why you want to work with us and addressing the selection criteria outlined above. NOTE that if you do not explicitly address the selection criteria your application will not be considered.

Email your application to recruitment@envirojustice.org.au

Enquiries: Thea Lange, Chief Operating Officer, Monday to Thursday on 8341 3116 or by email to

recruitment@envirojustice.org.au

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