**JOB DESCRIPTION**

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| Position Title: | Administration Coordinator |
| Position Type: | Full time |
| Location: | CBD Office, Melbourne |
| Reporting Relationship: | CEO |
| Remuneration: | $55,000 plus superannuation for the full -time role and PBI benefits |
| Reviewed: | January, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position is responsible for managing our city office and providing administrative support for our team.

**Duties**

* Managing day to day reception, including answering phones and responding to emails.
* Coordinating initial camp bookings from schools and community groups.
* Assisting with functions and events.
* Replenishing stationery and general supplies.
* Administering petty cash.
* Overseeing membership renewal and keeping our membership list current.
* Collating and distributing papers for board and annual general meetings.
* Maintaining records of board and annual meetings and attendance lists.
* Overseeing and updating the data base of the Cadetship Programme alumni.
* Undertake general administrative duties including photocopying, mail, faxing and scanning.
* Assist with updating social media.
* Participate in supervision and professional development.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in providing office and administrative support.
2. Strong typing skills and knowledge of the Microsoft Office suite.
3. Ability to learn and work with a range of data bases, such as client relationship management.
4. Demonstrated accuracy and attention to detail.
5. Excellent organisational skills with the capacity to multi task and prioritise.
6. Ability to relate well to a broad range of people.
7. High level of integrity in handling confidential information.
8. Capacity to work independently and as part of a team.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.

**Contact Person:**

For further information about the position, please contact Ivana Crabb on 0427 597 175.

**Application Process**

Please send your written application with a covering letter, resume and a response to the key selection criteria to [hr@doxa.org.au](mailto:hr@doxa.org.au) by 12 midnight 0n March 21.