

Project and Administration Officer

Creating Communities Australia Pty Ltd

Summary

Are you passionate about your local community? If you're looking to make a difference and broaden your community development and engagement skills here in Newman, we want to hear from you.

About Us:

Creating Communities is a multi-disciplinary social planning and community development consultancy.

At the heart of everything we do is our people.

Our team of community consultants, researchers, and designers work closely with communities to co-design solutions.

We are from all walks of life; we embrace diversity and strive to support each person to achieve their full potential.

The Role:

Creating Communities is looking for a Project and Administration Officer to support project initiatives 3 days per week, in our Newman office. This is a 6-month part-time contract position with flexible hours to be negotiated and the opportunity for extension.

The Project and Administration Officer will play a key role in supporting the implementation of community development, collective impact and engagement projects in Newman.

Working closely with both the Newman and Perth based teams, this role will allow you to combine your passion for the local community with your organisational, communications and problem-solving skills to create positive outcomes in your community.

Tasks include but are not limited to:

Project Support and Management

- Assist the Newman Lead with the coordination and safe delivery of project initiatives, events and activities.
- Establish and maintain positive relationships with stakeholders and community members.
- Assist in the preparation of Risk Management Strategies for all events and ensure CCA Company insurers are advised of every event and ensure all contractors and sub-contractors provide evidence of current Public Liability insurances.

- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, pack down and follow-up processes. Support the team in the establishment of new projects as per the new project procedure
- Account for hours on projects and other hours in the company time billing software daily.
- Attend and participate in all staff meetings, workshops and retreats as scheduled and advised.

Office Administration

- Provide administrative support to Newman Lead and any visiting staff to ensure smooth and efficient running of the Office.
- Maintain and update CCA SharePoint Database.
- Ensure IT and phone requirements of the company met.
- Ensure the office is clean, tidy and hazard free at all times.
- Perform other duties as directed by the Newman Lead and Company Directors.

As a member of our team, it's integral you possess the following attributes:

- Collaborative – can work effectively with our diverse team and community stakeholders
- Highly Organised – able to manage a range of tasks at one time
- Flexible – can adapt to different tasks and project requirements
- Engaging – demonstrates great interpersonal and relationship building skills
- Solutions Focused – able to identify and address problems
- Passionate – about community and your work

About you...

- Enthusiastic and positive attitude
- Articulate and excellent interpersonal skills
- Strong organisation and time management skills
- Excellent multitasking ability
- Ability to work both independently and within a team
- Good problem-solving skills
- Strong attention to detail
- 3+ years administration experience
- Experience in Microsoft Office applications is essential
- Experience working with events will be highly regarded

Requirements

- Drivers Licence & Vehicle
- Police Clearance (within 6 months)
- Working with Children card (or willingness to obtain)

Closing date for all applicants is Friday 2nd July 2021.

[Click here to apply](#)