

Position Description: Executive Assistant / Team Coordinator

About us

The Global Compact Network Australia (GCNA) is the Australian network of the United Nations Global Compact; the world's largest corporate sustainability initiative, and one of Australia's leading initiatives in the space. We are a business-led but multi-stakeholder membership organisation, working to support our members to implement the principles of the UN Global Compact and promote corporate sustainability in Australia.

The United Nations Global Compact is the UN's voluntary corporate sustainability initiative in the areas of human rights, labour, the environment, and anti-corruption. It revolves around ten universal principles drawn from four key international instruments in these areas, and facilitating cooperation and collective action in support of UN goals, and the UN Sustainable Development Goals (SDGs).

About the role

Reporting to the Executive Director, the Executive Assistant/Team Coordinator role is an integral part of our small but busy team. This unique and varied role is a mix of Executive Assistant and team support including administration, event and communications coordination and supporting our Executive Director and Senior Adviser.

Core responsibilities will include but are not limited to:

Team Support

- Understand of the GCNA's and Executive Director's strategic priorities and proactively manage the Executive Director's time accordingly. This includes diary management, provision of daily and weekly schedules, support and coordination for meetings / conference calls, organising travel and, where required, email management.
- Proactively managing schedules for CEOs/Executive Directors (and other senior management) with proficiency in prioritising time-sensitive tasks and meetings and pre-empting conflicting requests to ensure the optimum use of senior management time.
- Preparation, collation and distribution of documents including agendas, papers and assisting the Executive Director and Senior Adviser with the preparation of presentation materials for internal and external meetings and events.
- Preparation of agendas, meeting materials and subsequent minute taking for the GCNA Board meetings when required.
- Managing GCNA's customer relationship management (CRM) tool / databases.
- Assisting with the financial management of expenses in accordance with GCNA's financial management processes, including processing invoices and expenses and coordination of expense approvals.
- Manage the Secretariat email inbox and be the first point of contact for members and stakeholders and responding where appropriate or passing to relevant colleagues.
- Other general administrative and office management duties as required (i.e. mail management, ordering office supplies, maintenance for printers and photocopies).
- Other tasks that may be directed (i.e. assisting the Executive Director with specific projects that may arise).
- Maintenance and upkeep of GCNA policies and procedures.

Event Coordination

- Support and manage the GCNA's program of events, including event logistics such as distribution of event invitations, setting up event registration pages, managing event registrations, venue hire and set up and catering.
- Manage event follow up and feedback and work with the Senior Adviser to provide event summaries.

Communications Coordination

- Coordinate the delivery of GCNA's external communications including the monthly newsletter.

- Coordinating GCNA's social media presence and respond to queries.
- Update and manage the GCNA website.

Key selection criteria

The successful candidate will be a strong all-rounder with proven experience as an Executive Assistant or Coordinator and prior experience assisting with the coordination of meetings, events and external communications. The successful candidate will be competent in providing general administrative and other support to a team, and be a confident and trusted person who is capable of being the first point of contact for GCNA members and stakeholders.

- 3+ years of experience as an Executive Assistant / Team Coordinator.
- Exceptional interpersonal and verbal and written communication skills, with effective note-taking skills.
- Strong administrative, organisational and time management skills, with experience working in a high-pace and growing organisation.
- Exceptional level of accuracy and attention to detail.
- Excellent multi-tasking and prioritisation skills.
- Highly skilled with digital technology including advanced MS Office skills.
- A proactive and "can-do" attitude, results oriented and self-motivated.
- Ability to work autonomously with minimal guidance and supervision.
- Demonstrated ability to respect confidentiality and use appropriate judgement and discretion.
- Demonstrates flexibility and resilience.
- Interest in corporate sustainability with aspirations to work for a growing organisation and willingness to travel when required.
- Experience with CRM systems (Zoho) and events management systems (Everbrite, MailChimp) – highly advantageous
- Experience with Wordpress website system – highly advantageous
- Degree level – advantageous

Reporting, Location and Eligibility

To be eligible you must be an Australian citizen or resident, or have current work rights for Australia.

This is a full-time role based in **Melbourne**.

The GCNA supports diversity, inclusion and flexible working arrangements.

Application Process

Please apply by way of cover letter and CV to secretariat@unglobalcompact.org.au by **COB Friday, 21 September 2018**.



Global Compact
Network Australia

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