

## Project Support and Administration Officer

- Fantastic four-day week opportunity for a professional multi-tasker
- Support the team's organisational capacity, as well as directly assist the Executive Officer
- Be part of a team making a real impact around the world

### THE ORGANISATION

Mary Ward International Australia (MWIA) is the aid and development organisation of the Loreto Province of Australia and South East Asia. Working across nine countries as part of a global network focused largely on education and social justice, MWIA works with women and communities to reduce poverty and create just and sustainable change.

MWIA is a member of the Australian Council for International Development (ACFID), accredited by the Australian Charities and Not-for-Profits Commission (ACNC), and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

### KEY RESPONSIBILITIES

Reporting to the Executive Officer, Mary Ward International Australia, the Project Support and Administration Officer is responsible for supporting the efficient operations of MWIA by:

- Providing a broad range of high-level administrative support services to the Executive Officer, Projects and Partnerships Manager and MWIA Board and Committees.
- Participating, assisting and supporting the team to deliver excellent projects and programs on-time and with the desired impact.
- Coordinating a range of events and meetings.

### SKILLS AND EXPERIENCE

You have experience in administrative services, including managing schedules and deadlines for multiple projects, with sound communication skills and excellent attention to detail.

You appreciate and respect the Loreto vision, mission and values, and have a good understanding of social justice and disadvantage issues.

**Specifically, you can demonstrate:**

- Excellent attention to detail and ability to create efficient systems and processes.
- Sound communication skills, in particular, high-level written, proofreading, minute taking, document creation and formatting skills.
- Strong computer skills and experience with the complete Microsoft Office suite.
- Highly-developed liaison and interpersonal skills and the ability to work collaboratively in a team environment and with a wide range of stakeholders.
- Demonstrated level of self-awareness and resilience, and the ability to manage multiple demands and prioritise accordingly.

Applicants are required to read our [Commitment to Child Safety](#). All staff are expected to act in a manner consistent with the mission and values of the Loreto Province of Australia & South East Asia. All successful applicants will be asked to consent to a National Criminal History (police) check and Working with Children Check.

For further information about the role please refer to the position description. Enquiries and applications to be sent to [mwiaexecutiveofficer@loreto.org.au](mailto:mwiaexecutiveofficer@loreto.org.au)

**Applications close 9am on Tuesday, 7 September 2021.**