

# WE ARE HIRING

## ADMINISTRATION & PROJECT OFFICER

### PERMANENT PART-TIME JULY/AUGUST START

Due to a change in circumstances, an excellent opportunity now exists for a motivated, experienced administration and projects officer to join a small friendly team at the Augusta CRC. The CRC is a community managed not-for-profit organisation located in Augusta.

We are keen to meet with an enthusiastic and committed individual to join the team at our busy and vital CRC on a permanent part-time basis of approximately 15-18 hours per week. While flexible options will be discussed with the right candidate, ideal on-site days would be Wednesday to Friday in line with CRC operations.

The role is varied and interesting, providing a diverse range of services to the Augusta Community and surrounding areas while working closely with a range of partners and stakeholders.

Duties will include providing administrative support to the CRC which includes preparation of reports for governmental requirements and sponsors, as well as providing support and guidance to the Traineeship position. The role will also involve the undertaking of a range of community based projects and events hosted or run by the CRC and/or partners.

If you enjoy working within a close-knit team and have experience in marketing, project planning and administration we would love to hear from you. A high level of computer and communication skills are essential for this role.

To apply for this position, please send a confidential covering letter and resume to [manager@augustacrc.net.au](mailto:manager@augustacrc.net.au) before the closing date of **Monday the 8th of July**.

