

# Job Vacancy

## POSITION DESCRIPTION

**Title:** Project Officer / Secretary – AO2/AO3 (Qld Govt award rate to be negotiated with successful applicant based skills and experience)

**Location:** Education Queensland LOTE Centre, West End

**Term:** Casual (approx. 15 – 20 hours per week)

**About us:** The Ethnic Schools Association of Qld Inc. represents more than 40 After Hours Ethnic Schooling (AHES) providers in Queensland. ESAQ coordinates activities and provides information and support for members, and liaises with community and government agencies in negotiating and formulating policies and processes that support AHES language teaching and learning in Queensland.

### **The Role**

With limited supervision:

- Provide reception and first-point-of-contact services for ESAQ;
- Provide administrative, data entry and desktop publishing support ensuring maximum efficiency in service delivery eg. maintenance of databases, office equipment, stationary supplies etc.;
- Initiate and coordinate projects and activities for the benefit of AHES;
- Provide project and administrative support to the ESAQ executive committee, members and the executive committee;
- Communicate and work with other community organisations and government agencies, attending and participating in meetings, conferences and various events representing ESAQ and AHES;
- Maintain and coordinate ESAQ financial/accounting and records management systems;
- Coordinate meetings and various other events.

### **Selection Criteria**

- SC1 Effective word processing, numerical and data processing/computing skills.
- SC2 High written and oral communication and interpersonal skills to deal with a highly diverse multicultural community and all levels of Government - with the ability to be tactful, discrete and maintain confidentiality when dealing with matters of a sensitive nature.
- SC3 Desktop publishing experience (specifically PowerPoint presentations, FrontPage (or equivalent) web design/maintenance and Microsoft Word)
- SC4 Ability to work autonomously and with team members, and preferably but not necessarily having experience working with a voluntary or not-for-profit organisation.
- SC5 Experience in project and event coordination, including preparing grant applications / funding submissions (desirable).

Please send CV and response to the selection criteria (in no more than 3 pages) to

[secretariat@esaq.org.au](mailto:secretariat@esaq.org.au)

Or Mail to:  
ESAQ, Inc.  
PO BOX 3663  
South Brisbane 4101

