



**Aboriginal Family Violence Prevention
& Legal Service Victoria**
Standing Firm Against Family Violence

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

- **Excellent opportunity for a professional and articulate Executive Assistant**
- **Fast paced and dynamic environment**
- **Attractive salary package including generous gross salary packaging up to \$30,000**

An exciting opportunity has arisen with Aboriginal Family Violence Prevention and Legal Services Victoria. FVPLS Victoria is an Aboriginal Community Controlled Organisation established 15 years ago. We provide culturally safe and holistic assistance to Aboriginal victims/survivors of family violence and sexual assault, and work with families and communities to reduce violence

In this high profile role reporting directly to the Chief Executive Officer your key responsibilities will include the following:

- You will provide high level executive support to the CEO, including being first point of contact, complex diary management, regular calendar reviews, arranging meetings, booking venues for meetings, and coordination of travel and accommodation.
- Coordinate closely with the Manager Strategy & Policy on the CEO's policy and advocacy work, including prioritising, scheduling and meeting timeframes
- Prioritises conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Manage all correspondence in and out of the CEO's office and prepare CEO responses to agreed correspondence
- Positively manage relationships with key internal and external stakeholders and provide appropriate information and assistance
- Provide high level executive support to the General Manager, including diary management, arranging meetings and coordination of travel and accommodation
- Coordinate closely with the General Manager on the CEO's engagement with operational matters
- Make arrangements for Board members where they are representing FVPLS Victoria, including travel and accommodation

The successful candidate will possess the following skills and attributes:

- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
- Minimum 3 years' experience as a Personal/Executive Assistant at the CEO or General Manager level
- Successful experience in providing high level administration support including complex diary management with extensive travel coordination and high volume inbox management
- Demonstrated ability to manage in fast paced environment with varied and conflicting demands to agreed standards and timelines
- Excellent negotiation, interpersonal, liaison and communication skills with demonstrated ability to interact with a diverse range of stakeholders
- Demonstrated ability to apply confidentiality, discretion and exercise judgment
- Demonstrated initiative, flexibility and self-management skills with the ability to be extremely effective independent
- Ability to work independently on projects, from conception to completion
- Proven high level skills in Microsoft Word, Outlook, Excel and PowerPoint

Application Procedure:

All applications must address the Key Selection Criteria; include a CV and two professional referees. Only applications addressing the key selection criteria will be considered. Please refer to the website www.fvpls.org for further organisational information and the position description. **Applications close Monday 16th October 2017.** Please direct any enquires to jwilliams@fvpls.org and applications to be made directly to Jaynaya Williams (Corporate Support Manager).

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.