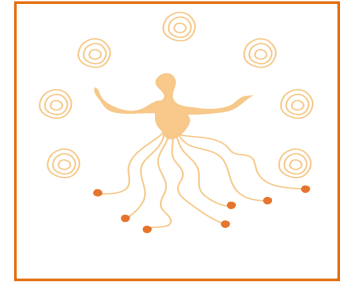


NATIONAL ABORIGINAL & TORRES STRAIT ISLANDER WOMEN'S ALLIANCE

National Secretariat



JOB ADVERTISEMENTS

The National Aboriginal and Torres Strait Islander Women's Alliance (NATSIWA) is the national peak organisation for Aboriginal & Torres Strait Islander Women throughout Australia. All Aboriginal & Torres Strait Islander Women over 18 years of age are eligible to become a Member of NATSIWA, once endorsed by the NATSIWA Board.

NATSIWA look forward to receiving an application from you for the following vacancies if you have high levels of energy, can work in a small team environment, take on responsibility, have the flexibility to travel interstate, and have commitment to the principles of self determination for Aboriginal & Torres Strait Islander Women.

CHIEF EXECUTIVE OFFICER (IDENTIFIED): FULL TIME

The successful applicant will assist the Board with its Strategic Directions and implement its Action Plan to empower Aboriginal and Torres Strait Islander Women to make strong, strategic and effective policy advocacy interventions into issues affecting Aboriginal and Torres Strait Islander Women. Working with NATSIWA Members and the Board the NATSIWA CEO will bring Aboriginal and Torres Strait Islander Women's voices to both priority issues for the Australian Government and to emerging and hidden issues that Aboriginal and Torres Strait Islander Women and communities are facing.

EXECUTIVE ADMINISTRATION OFFICER (IDENTIFIED): PART TIME - 9am to 1:00pm 5 days per week

Has administration responsibilities of the Secretariat and is responsible to the Chief Executive Officer; and assists the CEO to serve the Board and Executive Committee of the Organisation to implement policies and administrative procedure, take minutes of meetings when required; provide logistical support to organise meetings; banking and preparing MYOB financial records. Flexible hours can be negotiated

WEBSITE ADMINISTRATION OFFICER (IDENTIFIED): PART TIME - 1pm to 5:00pm 5 days per week

Is responsible for maintaining NATSIWA's Website, Membership List and the reception from 1:00pm to 5:00pm each week. This position is responsible to the Chief Executive Officer through the Executive Administration Officer; and is also required at times to assist the Executive Administration Officer to serve the Board and Executive Committee of the Organisation. Flexible hours can be negotiated.

IDENTIFIED:

Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for these positions as described under Section 14(d) of the Anti-Discrimination Act, 1977.

The successful applicants will require qualifications and/or experience relevant to the position/s and a working knowledge and understanding of the Aboriginal & Torres Strait Islander Women's issues around gender equity and violence against women would be an advantage. Salary and conditions of service will be negotiated with the successful applicant/s commensurate with qualifications and experience.

For all queries regarding these positions please call Dea Delaney-Thiele on 0448 123 444.

For selection documentation or submitting your application for any other these positions, please email ceo@natsiwa.org.au using the subject line: **NATSIWA VACANCIES**.

Applications close @ 5:00pm Friday the 30th January 2015.