

Title	→	Position Description
Purpose	→	Administration and Project Support Officer

## Position Description

**Title:** Administration and Project Support Officer  
**Reports to:** COO / CEO  
**Remuneration:** \$65,000 (pro rata) plus 11.0% superannuation  
**Tenure:** 0.6 FTE, 24-month contract

## How to apply

Email both your CV AND responses to the assessment questions to [tim.shue@yef.org.au](mailto:tim.shue@yef.org.au) by **9am 8<sup>th</sup> February 2024**.

## Why YEF?

At YEF, work feels different. Engage in ground-breaking projects with others who show up because of a shared passion to make a difference for a zero-carbon future.

Be part of a team that values diversity and empowers each individual's unique contributions, celebrating the richness of different backgrounds and expertise.

Enjoy a hyper-flexible work arrangement, with access to a co-working space, in which we recognise our staff as whole people with needs to balance personal and professional worlds.

Join a team that supports your growth, fosters collaboration, and celebrates your success every step of the way.

Learn more at [yef.org.au](http://yef.org.au)

## YEF's purpose

The Yarra Energy Foundation (YEF) is an independent, not-for-profit organisation with big ambitions for a zero-carbon future.

### Our Vision

Cleaner energy to address a changing climate.

### Our Mission

Accelerate the transition to cleaner energy.

YEF's three strategic goals are to:

1. Increase energy storage.
2. Support uptake of renewables.
3. Enable electrification.

We enable individuals and communities to cut their energy emissions, and have established a leading position community energy storage, including launching Victoria's first inner urban community battery.

YEF plays a unique and trusted role bringing together private and public partnerships to deliver better energy within our communities.

## Organisational need

Demand for YEF's services has grown significantly so we are seeking someone who can provide additional administrative and project support.

## Who we're looking for

We're after someone who:

- Is highly organised, structured, and wants to use their skills to enable others in the team to have greater impact in their work.
- Can be a valued and long-term member of YEF's core team, providing direct support to the COO and CEO.
- Shares values underpinning YEF's mission and inclusive organisational culture.
- Thrives in a diversity of tasks and is able to effectively prioritise urgent and important tasks.
- Is highly organised, has excellent time management skills, excellent attention to detail, and can be highly proficient in office administration tasks.

You need to work well in a small and close-knit team that operates in a flexible co-working culture. You can demonstrate a high level of autonomy and agency, contributing to and benefiting from a friendly, and supportive team environment. You may work primarily from home and may also be required to work from a co-working space (Fitzroy, Victoria) one-day per week.

## Objectives of this role

1. Consolidate the day-to-day administrative and project support tasks.

2. Improve the organisation’s operational efficiency and impact on the energy transition.
3. Enable the whole team to have greater impact in their roles.

## Tasks and responsibilities

In this role you would:

- Be the first contact point for inquiries, ensuring they are effectively responded to and aligned with YEF’s values and communication protocols.
- Support the team by providing a range of administrative, technical and finance support services as required.
- Set up and support online, in-person, and hybrid meetings and workshops and events. This may include minute-taking and distributing meeting papers.
- Assist YEF’s stakeholders, clients, funders, partners, and contractors to complete administrative and project support tasks.
- Manage, upkeep, and organise data/files efficiently and effectively.
- Assist with reporting for internal operations and project delivery.
- Assist with formatting, production and distribution of documents aligned with YEF’s branding guidelines.
- Work with our communications staff to support when needed.
- Plan and arrange mailouts and e-newsletters to targeted contacts, drafting copy as needed and assist with list maintenance.

## Organisational relationships

<b>Internal</b>	YEF management and employees
<b>External</b>	Local councils, government, businesses, and industry stakeholders, public community, partner organisations, service providers and contractors

## Qualifications

- No formal qualifications required (although highly desirable)
- At least 1 year of relevant professional work experience

## Key Selection Criteria

- Has values aligned with YEF’s vision and mission.
- Highly proficient in office administration procedures and processes (e.g., document, time and task management; communication protocols; meeting/calendar coordination).

- Proficient in Microsoft products (Word, Excel, PowerPoint, Outlook, SharePoint) and other software programs for task management and coordination.
- Proven ability to work effectively in a team environment and take initiative.
- Strong interpersonal skills with a high level of professionalism – face to face, over the phone and through correspondence.

## Highly Desirable

- Bookkeeping, accounting, or basic financial skills such as invoicing and payroll
- Experience in the NFP/NGO sector
- Qualification or certification in office administration and/or other relevant field(s)

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### Assessment questions

Please respond to each question within the respective word limits.

1. What motivates you to do your best at work? (50 words)
2. Why do you excel at office administration and project support tasks? (100 words)
3. Assuming you were successful, what are the three most important questions you would ask on your first day? (100 words)
4. What do you consider your greatest professional achievement, and what did you learn from that experience? (150 words)