



Executive Assistant – Part-time (.4 FTE)

(12-month Contract)

Are you an experienced Executive Assistant with high-level communication skills and administrative experience?

Do you have a passion for feminist principles and the rights of women with disabilities?

Are you looking to join a dynamic and fast-growing not-for-profit organisation and support a busy Executive Director with your outstanding organisational skills?

Women with Disabilities Victoria is a vibrant organisation of women with disabilities working for women with disabilities in Victoria.

We are seeking an experienced **Executive Assistant** to join our friendly team.

The position is at Level 3 Year 1 of the WHV EA 2007; salary is \$57,542 per annum pro rata. Hours are 15.6 hours per week (.4 FTE) to be worked over Monday to Thursday, with exact daily hours to be negotiated.

The position is a one-year tenure from the date of appointment and is subject to a three-month probationary period.

A police check will be required to undertake the duties in this position.

We particularly encourage applications from women with disabilities.

We have a disability-friendly work environment.

Initial inquiries can be made by phoning Dee Henry, Administration Officer, on 9286 7800.

The position description can be downloaded from http://www.wdv.org.au/get_involved.htm#Employment

Applications close at 9:00am on Monday 5th December 2016.

Applications marked confidential are to be emailed to maria.burchell@wdv.org.au or posted to: Maria Burchell, Operations Manager, Women with Disabilities Victoria, GPO Box 1160, Melbourne VIC 3001.

Please note: only applications which address the key selection criteria will be considered.