



Program Support Officer

**Part-time (0.8 FTE)
12 Month Contract from date of appointment**

Would you like to join a dynamic and fast-growing organisation and enjoy a variety of duties supporting a diverse range of programs?

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

Are you looking to utilise your excellent all-round administrative and organisational skills within a small friendly team?

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

We are seeking an enthusiastic **Program Support Officer** to join our friendly team. The Program Support Officer is a position within the Operations team, dedicated to providing administrative support to staff delivering WDV programs.

Salary is \$39,304 - \$43,002 per annum pro rata + superannuation depending on experience. Salary packaging is available.

Hours are 30.4 hours per week (0.8 FTE) to be worked over Monday to Thursday. The position is a twelve-month 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.

Initial enquiries can be made by phoning Vikki Cummings on 9286 7800.

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

It is anticipated that interviews will be held on Monday 9 April 2018.

Applications close at 9:00am on Tuesday 3 April 2018.

Applications marked confidential are to be email to recruitment@wdv.org.au or posted to: Vikki Cummings at Women with Disabilities Victoria, GPO Box 1160, Melbourne VIC 3001.

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