



PROJECT COORDINATOR

(2-year Contract)

0.7 FTE | LOCATION ANYWHERE | SALARY NEG. BASED ON EXPERIENCE

- Are you passionate about staying on task, and supporting others to keep focused and deliver on time?
- Are you ready to work in an organisation that is making a difference through education and schools?
- Are you interested in seeing better outcomes for First Nations people?

ABOUT AUSTRALIANS TOGETHER EDUCATION

Australians Together is a not-for-profit organisation that believes better outcomes for Aboriginal and Torres Strait Islander people begin with a change in perspective of all Australians. We help non-Indigenous people learn the true story of our shared history, understand how it's still having an impact today and find meaningful ways to respond.

We support teachers to confidently teach Aboriginal and Torres Strait Islander perspectives. We do this by creating curriculum and professional learning resources to teachers. We also have resources for workplaces, churches, and all people who call Australia home.

THE ROLE

The **Project Coordinator** is a role created to support Australians Together in delivering the products and services in its scope of works. It will be your responsibility to support the planning, coordinating and delivery of their activity plans. You'll support the Project Manager to ensure projects meet quality and strategic goals, are completed as planned, on time and to budget. The types of projects will vary and can include anything from strategic resource development, implementation of technology, to a multi-faceted communication campaign.

YOU ARE...

- **Project Management Savvy:** Using your experience with Agile methodology, you can collaboratively plan, juggle and organise projects and tasks of various sizes, across different functions, to make sure everything is effectively communicated and running smoothly with all parties.

- **Goals and results-driven:** you enjoy the challenge and focus of having goals and you have a proven track record in achieving these goals and facilitating great outcomes for all involved.
- **Interested in the little details of each project:** you can take notes in a project brainstorm, but you don't leave it there; you create plans and make lists to make sure nothing is missed. You're even willing to jump in and roll up your sleeves to help make the project a success.
- **An organisational guru:** you have an excellent eye for detail, and you're a stickler for accuracy. You'll keep an eye on all agreed actions and ensure these are followed up quickly and efficiently. This attention to detail allows you to get things done on time, to a high standard and with great results.
- **Proactive and people-minded:** you're confident, proactive, enthusiastic, a self-starter and have a can-do approach. You thrive in a team environment and love to collaborate with others. This is because you believe people achieve more together.
- **A fast learner:** you have an incredible ability to keep your cool whilst adapting to change, learning on the fly and facing challenges.

WORK EXPERIENCE & SKILLS

Essential:

- Demonstrable experience in applying Agile methodology in project delivery
- Project Management qualification or equivalent with 2+ years' experience
- Experience with Project Management Software and tools (e.g. Asana)
- Excellent time management, organisational skills, and competency to multi-task on multiple projects at once
- Excellent oral and written communication skills
- Proficiency in the Microsoft Office suite

Desirable:

- Experience in administrating cross-functional projects
- Strong relationship-building and negotiation skills
- Experience working in the Not-for-Profit sector
- Experience working with diverse cultures

Applicants need to have suitable work-from-home accommodation.

TO APPLY

Contact careers@australianstogether.org.au if you'd like a detailed job description or email your CV and cover letter if you think you're the right fit. Applications close by **11.59pm Sunday June 6, 2021**.

We're committed to providing a culturally safe workplace. We encourage Aboriginal and Torres Strait Islander people and people from diverse cultures, abilities and identities to apply.