

POSITION DESCRIPTION



JOB TITLE: Administration Coordinator, Community Housing

REPORTING TO: General Manager, Community Housing

DEPARTMENT: Housing

LOCATION: Melbourne

THE ROLE: This role is an integral part of the YWCA Housing team, providing high quality administration, including organisational processes and procedures, financial administration and operation of the Melbourne office. The Administration Coordinator will provide administrative support to the Housing team, programs, and events.

YWCA VISION: A future where gender equality is a reality.

YWCA PURPOSE: Making young women's leadership and women's housing our priority for gender equity in Australia.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

Maintain effective and efficient office management systems and processes

- Process Housing team invoices
- Organise and manage a filing system for important and confidential organisational records
- Update Housing policies and procedures as required
- Maintain and update Housing databases and archives
- Manage local office calendars for room hire, vehicle and equipment use
- Be the first point of contact for general enquiries

Provide a high level of support for all Housing programs

- Prepare, distribute and store correspondence (e.g. correspondence, emails, team meeting minutes and packages)
- Undertake assessment of eligibility for property allocations
- Ensure accurate data entry for programs and events
- Answer queries from staff and service users
- Manage office stock and supplies
- Staff orientation, induction and associated paperwork

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- Provide logistical support and scheduling for internal and external events
- Arrange travel and accommodation for team members
- Maintain the local communication and database systems
- Ensure general program and reporting administration requirements are met

Manage office site risks and compliance

- Responsibility and duties required of WHS representative for the office.
- Perform duties as a First Aid attendant
- Perform duties required of the Fire Warden
- Administering of building and vehicle maintenance including liaising with contractors
- Undertake other tasks as assigned by the manager

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Qualifications and /or demonstrated knowledge and experience in office operations management and support
- Experience in the community housing sector
- An awareness, understanding, and sensitivity to homelessness issues and the ability and experience to communicate with a diversity of people from various cultures
- Understanding of office accounting and financial procedures
- High level of computer literacy including Outlook, word processing, spread sheets and databases
- Highly developed verbal and written communication skills
- Strong supporter of women's rights and willing to push the boundaries
- Team player who is approachable with strong interpersonal and listening skills together with the ability to empower
- Results focused, self-motivated and a self-starter who goes above and beyond
- Doesn't settle, strives for continues improvement and has a high level of integrity
- A valid state-based working with children or working with vulnerable people check
- YWCA Housing Employees in VIC must follow the relevant policies relating to family violence and information sharing under the Multi Agency Risk Assessment and Management (MARAM) Framework