YFCC
YOUTH, FAMILY & COMMUNITY CONNECTIONS

POSITION VACANT

Executive Assistant

Fixed term contract until 30 June 2018 – part-time (.8)

Youth, Family & Community Connections Inc. is a local Not-For-Profit Community Organisation that provides a range of health and wellbeing services to young people, families and communities throughout the North West Coast of Tasmania.

We are seeking applications for the position of Executive Assistant. The Executive Assistant is part of the Executive Support Team and works closely with the CEO and Operations Manager, other Management Team Members and Team Leaders.

The person we are looking for will have relevant tertiary qualifications and experience. They will be engaging, driven and have highly developed communication skills (both written and technological). They will have exceptional time management skills and be able to manage multiple tasks.

To qualify for an interview applicants must have a current Driver's Licence AND a Working with Vulnerable People Registration, and be willing to undergo a pre-employment medical.

For the successful applicant the generous remuneration package includes:

- Salary in accordance with of the Social, Community, Home Care and Disability Services Industry Award 2010 commencing at Level 6.
- Flexibility to work some hours from home
- Mobile phone for work use
- Training and professional development provision
- Salary sacrifice

Further information about the position and an application package, including position description and selection criteria can be obtained by contacting the CEO (Ph 0364 236635 or Email ros@yfcc.com.au) or the Operations Manager (Ph 0364236635 or Email janine@yfcc.com.au).

Completed applications should be sent to:

Ros Atkinson
CEO
Youth, Family & Community Connections Inc.
81 Oldaker Street
Devonport 7310
Or email to ros@yfcc.com.au

Applications will be accepted up until 5:00 pm on Friday, 10 March 2017.