

## Executive Assistant to the CEO

<b>Position:</b>	<b>Executive Assistant to the CEO</b>
<b>Reports to:</b>	Operations Manager
<b>Reports:</b>	None
<b>Basis:</b>	2-3 days per week casual
<b>Location:</b>	Wollongong, NSW (work from home initially, with plans to establish an office in Wollongong in late 2025.)
<b>Duration:</b>	12 months – with extension possible
<b>Salary range:</b>	\$40-\$45 per hour plus super, dependent upon experience

### Job description

The Invasive Species Council is seeking an organised and proactive Executive Assistant to provide comprehensive administrative and strategic support to our CEO. The EA will ensure the CEO has everything they need to operate effectively and efficiently, from managing their dynamic calendar and communications to anticipating their needs. You'll be an integral part of the Operations team, reporting to the Operations Manager and collaborating to keep the organisation running smoothly.

This position offers ideal flexibility for candidates with school-aged children or similar commitments.

### Key responsibilities:

- **Administrative Support:** Managing files, databases, and general office procedures.
- **Scheduling and Diary Management:** Planning and scheduling meetings, coordinating travel arrangements (including for the Board), and managing CEO diary.
- **Communication:** Managing incoming emails and outgoing correspondence, and drafting letters and documents.
- **Event Coordination:** Organising meetings, conferences and events.
- **Project Management:** Assisting with project coordination and task management.
- **Financial Management:** Managing CEO and Board expenses and reconciliation.
- **Meeting Management:** Arranging meetings, minute taking, distributing agendas, and following up on action items.
- **Major donor/Stakeholder Interaction:** Administration support to the major donor process including drafting correspondence and scheduling calls.
- **Confidentiality:** Maintaining the confidentiality of sensitive information.
- **Problem-Solving:** Making independent decisions and exercising judgment in prioritising tasks.
- **Strategic Support:** Assist with strategic planning and decision-making.

Additional administrative tasks as determined by the CEO or Operations Manager.

### Essential skills:

- Demonstrated experience in providing high level administrative support including excellent written and verbal communication skills.
- Excellent staff support and public liaison skills with a commitment to providing a high-quality standard of service.

- Highly developed interpersonal skills with demonstrated ability to build positive working relationships and networks.
- Excellent time management skills and the ability to identify and lead improvements and efficiencies within a small and busy organisation
- Proactive approach to supporting a busy CEO and anticipating their needs.
- Proven ability to work autonomously and as part of a team and to enhance positive workplace culture.
- Ability to attend twice yearly staff face-to-face meetings, which occur at variable locations across Australia.

**Desirable:**

- General familiarity with environmental and invasive species issues.
- Experience working with an environmental or other non-government or for-purpose organisations
- Understanding of organisational systems, processes and governance.

**Location:** This Wollongong-based position initially operates remotely, transitioning to a hybrid model once our Wollongong office is established in late 2025.

**Applications**

Please send a resume with at least two referees and a cover letter explaining how you meet each of the selection criteria to: [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au). Applications that do not directly address each criterion will not be accepted.

ISC is an equal opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

We encourage interested candidates to apply early. Applications will be reviewed continuously, and interviews may be conducted prior to the closing date.

**Applications close:** Sunday 20 July 2025.

**About the Invasive Species Council**

You will be joining a dynamic team that advocates for nature, is committed to science, is fearless and persistent and is collaborative with first Australians.

The Invasive Species Council is a non-government donor-funded organisation formed in 2002 that seeks better laws and policies to protect the Australian environment from invasive plants, animals and diseases.

Invasive species have been the main driver of environmental loss of Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea. Unless we take action, work with others and speak out, Australia's biodiversity crisis will only worsen.

The Invasive Species Council has made numerous interventions to reduce the environmental impacts from invasive species. Over recent years we:

- played a major role in the establishment of the national Office of Environmental Biosecurity.
- raised the alarm about the imminent threat of highly pathogenic avian influenza.
- secured over \$1 billion for the national red fire ant eradication program.
- secured \$25 million to eradicate yellow crazy ants from Cairns and Townsville.
- led efforts to recognise the national threat from expanding feral deer populations.
- jointly conducted ground-breaking research to identify harmful invasive insects that could establish in Australia.
- co-hosted the Australian Biosecurity Symposium since 2019.
- led the establishment of the Decade of Biosecurity initiative.
- drove the Reclaim Kosci campaign that has seen reductions in feral horses in Kosciuszko National Park.

We work remotely from homes in many parts of Australia. Support for your professional development will be a priority.

Our 2022-2030 Strategic Plan can be found here: <https://invasives.org.au/about-us/strategic-plan/>

More details about all our campaigns can be found on our website: <https://invasives.org.au/>