

EA Job description - June 2026

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| Position: | Executive Assistant |
| Reports to: | Operations Manager |
| Reports: | None |
| Basis: | Full time |
| Location: | Wollongong office |
| Duration: | 2 year contract, extension possible depending on performance and funding |
| Salary: | \$85,000-\$95,000 per annum pro rata plus super depending on skills and experience. Salary packaging, 1 week paid study or field work leave, plus 3 days extra Christmas/New Year leave are part of the package. |

Job Summary

The Executive Assistant (EA) provides comprehensive administrative and strategic support to the Chief Executive Officer (CEO), ensuring they are fully enabled to focus on strategic leadership and critical advocacy. Based in our Wollongong office, this role requires a proactive, efficient, and highly confidential approach to executive operations.

Working alongside the CEO, you will ensure they have everything needed to operate effectively - managing complex diary scheduling, travel logistics, financial reconciliation, HR coordination, and board administration. As the first point of contact for internal and external stakeholders, you will prioritise conflicting needs, troubleshoot issues, and negotiate solutions to keep the executive office running smoothly.

Reporting directly to the Operations Manager, this role maintains the high standards required for executive support while leveraging your administrative expertise to drive efficiency across the broader organisation.

Key responsibilities:

Executive Support

- **Diary Management:** Proactively manage and maintain the CEO's calendar, including planning and scheduling meetings and prioritising conflicting demands.
- **Travel Coordination:** Arrange all travel and accommodation for the CEO and Board members, and other stakeholders at the CEO's request.
- **Meeting Administration:** Prepare documentation, arrange meetings, take detailed minutes, distribute agendas, and diligently follow up on all action items.
- **Strategic Assistance:** Assist the CEO with strategic planning inputs and documentation preparation.

Operations and Financial Management

- **Financial Management:** Manage CEO and Board expenses, reconciliation, and associated administrative tasks.
- **Office Administration:** Oversee all general administrative activities required for the smooth running of the Wollongong office, including managing files, databases, and general office procedures.

Communication and Stakeholder Engagement

- **Correspondence:** Manage incoming correspondence and draft high-level outgoing correspondence, letters, and documents on behalf of the CEO.
- **Major Donor Support:** Provide dedicated administration support for the major donor process, including drafting personalised correspondence, scheduling calls, and assisting with fundraising activities such as hard-copy donor communications and appeals.
- **Event Coordination:** Organise and coordinate internal and external meetings and events.
- **Confidentiality:** Consistently maintain the highest level of confidentiality regarding sensitive information, including HR, financial, and strategic matters.

Other

- Promote the work, positions and strategic directions of the Invasive Species Council.
- Adhere to ISC policies and procedures and ensure adherence by staff, contractors and volunteers.
- Attend staff meetings and training.
- Proactively contribute to a positive, collaborative and values driven culture with the team and organisation.
- Practice and promote appropriate self-care and collaboration at an individual, team and organisation-wide level.
- Celebrate the Invasive Species Council's contribution to the environment and all Australians.
- Some out of hours work may be required in this role.
- Ability to attend twice-yearly staff face-to-face meetings, which occur at variable locations across Australia.
- Additional administrative tasks as determined by the CEO or Operations Manager.

Location: Office in Wollongong, NSW. Some travel for donor meetings and events will be required.

Applications

Please send a resume with at least two referees and a statement explaining how you meet each of the selection criteria to: 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.

Applications close: This is a new position. Applications close at 11.59pm Sunday 26 July

Further Information:

Contact Ainslie Fisher, Operations Manager on ainslief@invasives.org.au for specific questions about the role.

About the Invasive Species Council

The Invasive Species Council aims to tackle some of our most challenging invasive species threats and drives systemic reform to Australia's biosecurity system and environmental laws.

Our values are:

- We are relentless in pursuing outcomes and having impact.
- We are not scared to fail and learn from the experience.
- We are collaborative, resourceful and take initiative.
- We are all responsible for a healthy team culture.

- We are connected to and speak up for nature.
- Integrity is not negotiable

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.
- secured \$100 million 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.
- 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/>