



Administrative Officer

Permanent

Full time position (36.75 hours per week)

\$55,030 plus superannuation and leave entitlements

Do you want just another office support job or...

Do you want to work for a progressive and growing organisation that campaigns and advocates for more affordable housing ?

The Federation is the industry peak body for community housing providers (CHPs) in NSW. Since 1993 the organisation has provided leadership, support and resources for the further development of the industry, and has represented the aspirations and interests of the industry to all other stakeholders – government, partners, business and the wider community.

The Federation's purpose is to support the development of a not-for-profit rental housing sector which compares favourably to any around the world, and which makes a difference to the lives of lower income and disadvantaged households across the state. The Federation seeks to ensure that community housing providers are active in all housing markets, providing a full range of housing options for households on very low to moderate incomes.

We are now recruiting to the Administrative Officer position which supports our enthusiastic team in delivering advocacy, support and training services. We are looking for an individual who can demonstrate an understanding of the administrative requirements of a small-medium sized organisation and also is keen to learn about the housing business and participate in the organisation of events, production of publications and respond professionally to a wide range of stakeholders.

Experience working in a similar organisation is desirable but the ability to be flexible, great interpersonal skills, and attention to detail are critical.

This is a rewarding opportunity for someone who wants to be involved in an organisation that is at the heart of the housing debate. It will suit those who want to further develop their skills or equally want to use their skills in a new field. Your work will support the community based organisations that are providing much needed housing services for a growing population of low income earners.

NSW Federation of Housing Associations inc

ABN 86 488 945 663

Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010

Telephone: (02) 9281 7144 Facsimile: (02) 9281 7603 Email: nswfha@communityhousing.org.au

www.communityhousing.org.au

Essential

- Proficiency in the use of Microsoft products including Word, Outlook, Excel and PowerPoint
- Strong written and verbal communication skills and professional phone manner
- Experience in data entry with an emphasis on accuracy and attention to detail
- Experienced in events coordination
- Ability to work autonomously and across various functions of the Federation
- Ability to complete work in a timely manner and meet required targets

Desirable

- Strong problem solving skills and proactive approach
- Understanding of the purpose of member-based organisations and/or the capacity to develop an understanding of the social housing sector
- Experience working with Adobe Creative Suite or similar software
- Experience working with Word Press or similar software

If you would like to be considered for this position, please submit your resume **together with your responses to the above criteria** to: Recruit@communityhousing.org.au or by mail: Molly O'Halloran, Suite 301, 64 Kippax St SURRY HILLS NSW 2010, no later than close of business Thursday **1st June 2017**.

For further information contact Wendy Rockwell or Molly O'Halloran on (02) 9281 7144.
Additional information on Federation is available on our website: www.communityhousing.org.au
The Federation is an equal opportunity employer.