



WIRE- Women's Information  
**Women's Information Centre Officer**

Permanent p/t 4 days per week

WIRE – Women's Information provides free information, support and referrals to women across Victoria.

This exciting vacancy in our Women's Information Centre presents a great opportunity for an enthusiastic woman to use their interpersonal skills in the delivery of support, information and referral to our diverse clients group.

If you have a friendly personality are highly motivated and an experienced all rounder seeking a new change, then this is the role for you.

To be considered for this position, you must:

- hold relevant qualifications
- have experience working/volunteering in a community context
- have a genuine interest in supporting women and listening to their story
- have a high level of computer literacy
- committed to working as part of a team

Excellent interpersonal, communication and organisational skills are mandatory for this position.

A background in job network/or employment services would be an advantage.

For job description phone (03) 9921 0870  
email [wire@wire.org.au](mailto:wire@wire.org.au) or visit [www.wire.org.au](http://www.wire.org.au)

**To apply please send your application which includes responding to the key selection criteria and a current resume to:**

**Samiro Douglas, CEO, WIRE, 210 Lonsdale Street, Melbourne VIC 3000.**

Applications Close: Friday 6 August 2010

WIRE is exempt from Sections 13, 100 & 195 of the Equal Opportunity Act 1995 – No.A280/2007