



Assistant to National Chief Executive

CHATSWOOD CBD, SYDNEY, NSW

Scouts Australia is a member of the world's largest youth development organisation and is well respected within Australia and by the international Scouting community.

This senior position, reporting to the National Chief Executive, Scouts Australia, works with a small team of paid staff within the National Office and a number of volunteers at senior management level. A high level of competence in organisation, administration, minuting, and interpersonal skills are some of the qualities we seek. Interstate travel to meetings and work on weekends is sometimes required.

Duties include providing administrative support to the National Chief Executive, the Chief Commissioner, National Chairman as well as other volunteer members of the National Team, coordinating logistical arrangements for national meetings, taking minutes, as well as coordinating with other colleagues to facilitate an effective working environment and office system. The successful candidate is likely to have several years experience with similar responsibilities.

Applications should be emailed to Mei So at nat.secretariat@scouts.com.au

A position description which includes selection criteria can also be obtained via email to the above address. Phone 02 8440 5906

Applications close 12:00 noon, Monday 16 August 2010