



THE CRAWFORD FUND

Wetlands House  
Unit 7/ 1 Dairy Road  
Fyshwick ACT 2609  
02 6280 8611

Crawford@crawfordfund.org  
www.crawfordfund.org

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## **Administration Assistant Part-Time –Canberra based**

The Crawford Fund is a national NGO and registered charity that raises awareness of global food security issues; supports training of agricultural researchers from developing countries, and encourages young Australians in their studies, careers and volunteering in agriculture for international development. Applications are invited for the position of Administration Assistant to the Office Manager. The position is part-time, at 2.5 days per week, with a possibility it may grow.

This is an exciting and challenging position that will provide the right person with a wealth of experience helping our organisation encourage Australia to 'do well by doing good.'

The role will be suited to someone who is enthusiastic about working for an organisation that is making a difference and in a position that will provide them with variety and a chance to exercise initiative. The successful applicant will be able to take part in an interesting and varied work environment and actively contribute to projects.

### **Main Activities**

You will support our Office Manager with the day to day administration of the Crawford Fund. The initial focus will be on administrative support for our young researchers' program [Researchers in Agriculture for International Development](#) (RAID) and our Director of Capacity Building. You will maintain membership databases and addresses, support the organisation and coordination of events, help arrange, and keep track of, travel arrangements for our overseas courses and liaise with overseas organisers.

### **Activities:**

- Maintain the membership database including communicating with new members.
- Support the RAID communications team to maintain the website, including regularly updating blogs and the opportunities pages;
- Support planning and organising events, including seeking quotes, making bookings booking facilities and travel, making payments;
- Monitor email communications and direct them to relevant committee members;
- Maintain and update RAID Committee information and resources, and coordinate committee meetings;
- Maintain RAID's promotional material - stock (posters, flyers, banners, etc).

### **Essential Selection Criteria**

The successful candidate will need:

- Strong general computing skills and experience with Microsoft Office, with an emphasis on Word and Excel;
- Relevant experience in a small office environment, preferably in non-profit;
- Strong administration skills and experience;
- Flexibility and a willingness to do whatever is required.

### **Desirable Skills**

- Ability to work with little supervision and to progress a range of tasks simultaneously;
- Ability to communicate with people from different backgrounds and developing countries, with some cultural sensitivity;

**For a Food Secure World**

An initiative of the Australian Academy of Technological Sciences and Engineering

- Experience in event management
- Experience in website management (uploading blogs, images, posts and general content) .

**Location**

The successful applicant will work from the Fund's Canberra-based Secretariat. We offer free parking and a flexible work environment.

**Applying and Queries**

Closing date for applications is cob 4 May 2018. Please apply only with a 2-page resumé and a covering letter outlining experience and addressing the selection criteria to Marchien van Oostende, Crawford Fund [Marchien.vanoostende@crawfordfund.org](mailto:Marchien.vanoostende@crawfordfund.org). You can contact Marchien with queries by email or on 0402 986 934.

**Remuneration:**

in the range of \$55,000 per annum, with 9.5 % superannuation at a full-time equivalent, pro rata, depending on experience and skills.