

## **Job Advertisement**

### **Administration Officer Women's Health NSW Non-Government Feminist Women's Health Services**

Women's Health NSW is the peak body for the network of 20 Women's Health Centres in NSW. The Centres are non-government, community based and not for profit. All centres work within the social view of health framework which acknowledges the physical, emotional and mental aspect of health as well as the broader social and economic factors that impact on women's wellbeing and ability to access services.

Located in Leichhardt the position is 12 hours per week

You will be required to assist with the organisational and administrative functions to ensure the smooth and efficient running of the office systems and activities of the Association.

#### **Essential Criteria**

- Highly developed written and communication skills
- Prior high level administration experience
- Intermediate to advanced skills in Microsoft Office Suite of Products
- Strong attention to detail and ability to multitask
- Experience with Microsoft Access or similar database management
- Demonstrated interpersonal skills and the ability to work in a team
- Commitment to feminist principles and an understanding of women's issues

#### **Desirable Criteria**

- Experience working in community or not for profit organisation
- Experience working in the Women's health sector
- Experience in Event Management
- Experience in Web Management

SCHCADS Award Grade 4. \$30.72-\$33.17 per hour.

For a more detailed job description, please go to [www.whnsw.asn.au](http://www.whnsw.asn.au)

Applications close 5pm 27 November 2016. Please email applications to [admin@whnsw.asn.au](mailto:admin@whnsw.asn.au) addressing the essential criteria.

WHNSW considers being a woman a genuine occupational qualification under Section 31 of the Anti Discrimination Act