



POSITION DESCRIPTION

Position Title: Administration Officer/Business Support

Employment Type: Full time

Location: Galiwin'ku

Award Classification: SCHADS Award Level 3.1

Reports To: General Manager

Organisation: Galiwin'ku Women's Space

Organisation Overview

Galiwin'ku Women's Space is committed to supporting and strengthening women, families and community through culturally grounded programs, safe spaces and strong governance. The organisation works in partnership with community and stakeholders to deliver services that reflect Yolŋu values, culture and leadership.

Position Purpose

The Administration Officer provides administrative and operational support to ensure the smooth functioning of Galiwin'ku Women's Space. The role supports data management, digital systems, community engagement activities and organizational compliance processes.

This is a Yolŋu identified position. Applicants must have strong knowledge of Yolŋu community, language and kinship systems.

Key Responsibilities

- Accurate data entry into operational portals and databases
- Barge Pick Ups
- Planning and coordination of community events with program leads
- Ordering stock for Shelter and Programs
- Maintaining MOU register
- Maintaining weekly program register
- Maintaining community room bookings
- Maintain Fleet vehicles and maintenance
- Ordering uniforms and merchandise for program
- Maintaining repairs and Maintenance log for shelter
- Maintain digital filing systems including SharePoint, OneDrive and JotForm
- Ensure records are up to date and appropriately stored
- Manage incoming emails and correspondence



- Book meetings and coordinate calendars
- Organize logistics meeting including venue, catering and documentation
- Maintain and update organizational policies and procedures
- Support document control and version management
- Ensure confidentiality and secure handling of sensitive information
- Assist with coordination of community engagement activities
- Provide administrative support for meetings and events

Selection Criteria

Essential

Demonstrated computer skills including Microsoft Office (Word, Outlook, Excel)
Experience using digital filing systems such as SharePoint and OneDrive
Strong data entry skills with attention to detail
Ability to manage confidential and sensitive information appropriately
Strong written and verbal communication skills
Ability to work independently and manage time effectively

Desirable

Current NT Driver's Licence

Previous experience in an administrative role
Experience working in community-controlled or not-for-profit organisations