



Environmental Defender's Office WA (Inc)

Position Vacant
Part-time Office Coordinator
[Position Description and Selection Criteria]

The Environmental Defender's Office (WA) Inc ("EDO") is a non-profit community legal centre based in Perth, specialising in public interest environmental law. It is headed by a management committee of volunteers. The EDO currently receives funding from the Federal and State governments. Our services include providing legal advice, community legal education, and to promote opportunities for law reform in Western Australia. Our client eligibility criteria include:

- the matter must be concerned with environmental law;
- the matter must be in the public interest; and
- private legal services must be beyond the financial resources of the group or individual seeking that advice.

The EDO requires an enthusiastic Office Coordinator, with a positive can-do attitude and interest in conservation of the environment, to work as a key member of our small, friendly Perth office (Suite 4, 544 Hay Street, Perth). The Office Coordinator will report to and work with the Principal Solicitor, and also liaise with our Outreach Solicitor. The Office Coordinator is a permanent position of three to four days per week, depending upon successful completion of six months of probation.

Further information about the position may be obtained at the EDO from the Principal Solicitor Ms Josie Walker (jwalker@edowa.org.au).

Starting date for the position is **6 July 2009** or later by mutual agreement.

Key job responsibilities

1. First point of contact for phone and email inquiries;
2. Prepare agendas and take minutes of Management Committee Meetings;
3. Assist the Principal Solicitor to financial reports for the Management Committee;
4. Assist the Principal Solicitor with planning of networking and fundraising events;
5. Assist the Outreach Solicitor with planning for legal education programs; and
6. Assist in developing and implementing fundraising plans;
7. Manage with members and stakeholders, including compiling our monthly e-bulletin;
8. Provide secretarial support to the Principal Solicitor and Outreach Solicitor;

Terms

A salary of between \$42,500 and \$47,500 per year, pro rata for 3-4 days per week, plus superannuation is being offered, depending on the applicant's experience and qualifications. Reasonable Continuing Professional Development expenses will be met.

The successful applicant will be accountable to the EDO's Management Committee, but will report to the Principal Solicitor between monthly meetings of the Committee.

Applications

Applicants must provide a written application that:

1. Addresses the selection criteria (see below);
2. Includes a current curriculum vitae; and
3. Lists names and contact details for 2 confidential referees.

Applications must be received by Monday 22 June 2009

Send to: Attn Ms Josie Walker, Principal Solicitor, Environmental Defender's Office (WA),
Suite 4, 544 Hay Street, Perth 6000 or email to jwalker@edowa.org.au

Selection criteria

Essential:

1. At least two years' experience in office administration.
2. Strong administrative and office management skills, with a high attention to detail.
3. Very good interpersonal and communication skills (verbal and written).
4. Excellent and proven ability to work in a team environment, with a positive and helpful attitude.
5. Excellent and proven ability to work independently and exercise initiative, manage time, and meet deadlines.
6. Strong computer skills, sufficient to type and produce own correspondence, reports, and access email/internet.

Desirable:

1. Previous experience working in the not-for-profit sector;
2. Bookkeeping skills;
3. Previous experience working in a legal environment;
4. Project management skills and experience relevant to planning and provision of community legal education programmes, or running fundraising events, or both.

The EDO is an independent community legal centre specialising in public interest environmental law and is an equal opportunity employer.