



Job Description

Role: Provide administration and program support at the Neil Porter Legacy.

The Neil Porter Legacy is an independent not-for-profit organisation based in south-west Victoria who work diligently to run career education activities for students to enable them to make informed career-based decisions.

We're after a friendly team player who takes pride in their work.

Beneficial skills:

- Good time management and organisation
- Ability to communicate effectively with a range of representatives from schools, industries and other organisations
- Computer skills to create social media posts, flyers and other promotional material, write and distribute a newsletter, create online forms and manage a website.

Responsibilities:

- Regularly update the NPL website
- Manage and create posts for the NPL's social media accounts
- Distribute pre and post surveys to NPL participants and collate the results
- Regularly update and manage the NPL CRM
- Assist with the organisation of NPL events, such as the careers expo, by contacting participants, responding to queries, organising resources and equipment
- Contribute to the smooth running of the NPL office through purchasing office supplies

Training will be provided by our friendly team to learn our processes.

Hours of work:

This is a .4 role but that is negotiable. Hours of work are negotiable.

Salary:

\$30 - \$35 an hour depending on qualifications.

Contract:

A trial period will be conducted and if both parties are happy to continue, the role will become ongoing.



MATT PORTER

Executive Officer and Co-founder

Neil Porter Legacy

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