

Executive Assistant/Project Coordinator to Founder and Business Group Leaders

Summary of Job Profile

Clear Horizon is a world-class, values-based company that collaborates with change makers to design and evaluate solutions for people, place and planet. For over 20 years we have been leaders in facilitating program evaluation, developing measurement, evaluation and learning (MEL) frameworks, and undertaking research, evaluation, co-design and strategy development. We are recognised as cutting-edge and innovative practitioners.

The Executive Assistant/Project Coordinator to the Business Group Leaders is responsible for providing a high level of administrative support to the Founding Director and three Business Group Leaders who head up the different sectors – Health Futures, Sustainable Futures, Social Innovation and International.

This is not a typical Executive Assistant role as we are looking for someone who is capable of showing initiative and drive to take on tasks such as managing projects, assisting the Founding Director in creating course content, writing blogs and other publications and someone with an interest and passion for the work we do.

Your duties will include diary management, scheduling project meetings, executive meetings and other ad-hoc meetings, proofreading, project management, client liaison, dealing with queries directed to the Leaders, drafting correspondence and report writing.

This role would suit someone who is an early career professional who has a degree in one of our areas of work in addition to outstanding project management and administrative skills. You must also be able to manage competing demands and priorities and work in a team as well as independently. You'll also need a good handle on technology and remote work.

The key responsibilities for this role include:

Support to the Founding Director:

- Management of Founder's email inbox and diary scheduling.
- Taking details interview notes in an almost verbatim manner for high level interviews and consultations.
- Support with Board papers and minutes.

Support to the Founding Director and Business Group leaders:

- Client liaison and dealing with external enquiries directed to the leaders.
- Scheduling client and external stakeholder meetings.
- Proofreading and formatting of proposals, reports, blogs, training notes and other publications.
- Supporting in the drafting of correspondence, reports and presentations, including some basic graphic design, formatting and proofreading.
- Support for on-line and face-to-face workshops and trainings (MS Teams/Zoom support, setting up LucidCharts/Miro boards and managing participants technical issues).
- Supporting invoicing, receipt management and entering project plans into our project management system (Accelo).

Selection criteria

Essential - specific

- Demonstrated ability to plan, organise and prioritise work in an environment with multiple and conflicting demands.
- Ability to work under pressure with conflicting priorities, meet strict deadlines with excellent attention to detail.
- Ability to draft and format complex written documents with demonstrated proficiency in editing and proof reading.
- Well-developed communication and interpersonal skills.
- Ability to exercise initiative and work both independently and co-operatively as required.
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
- High proficiency in diary management, exceptional planning organisational, project management skills with impeccable multi-tasking abilities.

Essential - general

- Advanced skills in administration and computer literacy Microsoft Office Suite: including Outlook, Word, Excel and PowerPoint, MS Teams and other Microsoft Office apps
- Demonstrated experience working on MS SharePoint platform, Zoom and online whiteboards such as LucidChart or Miro.

Desirable Criteria

- A graduate qualification in evaluation, social research or similar
- Some experience in facilitating groups sessions or workshops

Clear Horizon Values and Behaviours

- Our people are high performing, diverse, talented, supportive and inclusive.
- Ensure open lines of communication are maintained with all Clear Horizon colleagues
- Respect for our vision, mission and values
- Highest ethical standards and personal integrity
- Respect for confidentiality
- Strong work ethic
- Commitment to team-work and self, and the development of strong relationships with work colleagues
- Responsive to people's needs
- Good presentation skills
- Versatile with a 'can-do' attitude whilst performing multiple roles at the same time

Clear Horizon is a dynamic organisation with a family-friendly workplace that values work-life balance. Committed to conserving Australia's biodiversity and strengthening our local community we acknowledge the rights of Indigenous people within Australia and overseas, and work proactively for social justice and environmental sustainability.