



An Australian Government Initiative



NORTHERN RIVERS

Job Title: Administration/Project Support Officer

Location: Flexible

Employment Type: Part-Time (3 days per week), hours flexible

Salary: Competitive, based on experience

About Us

RDA Northern Rivers is committed to fostering strong, resilient regional economies by leveraging competitive advantages, seizing economic opportunities, and attracting investment to our vibrant community.

Our region spans from the Queensland border to south of the Clarence River, covering seven local government areas: Tweed Shire, Byron Shire, Ballina Shire, Kyogle, Lismore City, Richmond Valley, and Clarence Valley.

As a not-for-profit organisation funded through the Australian Government's Regional Development Australia Initiative, we are part of a national network of 50 committees supporting regions and territories across Australia.

Position Overview

We are seeking a proactive and detail-oriented Administration/Project Support Officer to join our team. The successful candidate will provide vital support to ensure smooth day-to-day operations across our organisation.

Po Box 146, LISMORE, NSW, 2480

Phone: (02) 6622 4011 | Email: admin@rdanorthernrivers.org.au

Key Responsibilities

- Perform general administrative duties, including data entry, filing, and document management.
 - Answer and direct phone calls and emails to appropriate team members.
 - Maintain and update records, databases, and spreadsheets.
 - Assist in preparing reports, presentations, and correspondence.
 - Maintain the current RDA Northern Rivers website
 - Collate and send regular newsletters.
 - Prepare and send communications through social media outlets.
 - Provide support for office supplies management, including inventory and ordering.
 - Support team members with ad-hoc administrative tasks as required.
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Skills and Qualifications

Essential:

- Previous communications experience, collating and sending newsletters
- Good organisational and time-management skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High attention to detail and accuracy.
- Proven ability to develop and implement strategic social media campaigns.
- Ability to work independently.
- A positive and proactive attitude with a willingness to learn.

Desirable:

- Previous experience in an administrative or office support role.
 - Familiarity with office equipment and procedures.
 - Demonstrated experience in editing and managing website content
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What We Offer

- A supportive and friendly work environment.
- Opportunities for professional growth and development.
- Exposure to a variety of tasks and responsibilities.
- Flexible work arrangements.

How to Apply

To apply, please submit your resume and a brief cover letter outlining your suitability for the role to admin@rdanorthernrivers.org.au.

Applications close on C.O.B Wednesday 2nd April 2025.

We look forward to welcoming a motivated individual to our team!