

Hi, we are Leep!

We are a for purpose organisation with a difference. We're change makers, we're fast thinking and we're courageous. We believe everyone has a right to have the necessary skills to enjoy the social and economic benefits of living in a digital world. This is our purpose and our quest.

We do what we love, with people we like, to help make the world more inclusive. To work at Leep you have to be amazing!

About the role

We are on a quest to find a **Projects Assistant** with a passion for excellence, a caring and helpful manner who loves engaging with the public. The location for the role is Western Sydney. Some of the key responsibilities in this role include:

- linking potential volunteers with volunteering opportunities across Western Sydney
- supporting the creation of weekly e-newsletters and coordination of promotional activities
- providing administrative support to the leadership team and the wider Leep team

About you

You are a high achiever, who shares our passion for social justice and digital inclusion. You can engage with a variety of stakeholders (older and poorer Australians, people with disability, people from other cultures/refugees, potential partners and donors), you are digitally savvy and are excited to take on new challenges with initiative and creativity.

Why work with us

We have an amazing team of 11 people, each with a diverse range of expertise and experiences. Our work provides positive social impact every day.

We value people who:

- love what they do
- think outside of the box
- are always learning
- give more than they take
- and always put people first

Benefits of working with us

- Above award conditions including pay rates, annual and personal/carers leave & team building days
- Flexible working conditions
- Collaborative team environment
- Purpose driven career

If this role sounds like you, even if you don't match all the requirements, but are ready to be mentored then we want to hear from you!

HOW TO APPLY

Please complete the **Application for Employment form** and send it together with your **resume** and **cover letter** addressing **each** selection criteria for **Required Skills and Knowledge**, outlining the extent and relevance of your experience for each point, marked **Private and Confidential - Projects Assistant to:**

Cecily Michaels
CEO
E: CecilyM@leep.ngo
P: 0411 245 097

Applications that have **not** addressed the selection criteria will **not** be considered for interview.

Applications close 11 PM Sunday 23 February 2020.

Interviews will be conducted between 25 – 27 February. Only short listed candidates will be notified.

Salary: SCHADS award between Level 1 and 2, depending on skills and experience approximately \$45,000 to \$54,000 annually pro rata + super

Hours: This is a 32 hour/week job over five days. Job share will be considered for the right applicants.

Contract: until 30 June 2021 with a possible extension depending on future funding