

Executive Assistant to CEO/Executive Chair

- **Part-time, Remote, 6 month contract with possibility of becoming permanent**
- **Immediate start available**
- **Use your business acumen, initiative & communication skills in a dynamic NFP environment**
- **Exciting opportunity for someone with passion and drive**
- **Our team WFH flexibly, and we are happy to discuss what flexible working options work for you**
- **Attractive NFP salary packaging options – up to \$15,900 tax free.**

About Us

An Australian not-for-profit organisation dedicated to achieving technology-enabled social inclusion, Leep NGO advocates for equality of access to, and use of, digital technologies for the most vulnerable members of disadvantaged communities, who are at the greatest risk of social exclusion, and for whom digital technology can offer life-changing benefits. Those with low levels of income, education and employment are significantly less likely to be digitally included: already disadvantaged and vulnerable, they are at increased risk of compounding their existing disadvantages. Leep's mission is to create a digitally inclusive society, where no one is left behind. We are committed to addressing the issues of access, motivation, skills, and trust that challenge universal digital literacy.

Since 2015, Leep has provided free one-on-one, face-to-face digital mentoring programs, delivered by trained volunteers (whom we call 'Tech Mates') across western Sydney and western New South Wales. We have delivered more than 4,000 hours of digital mentoring to more than 1,000 learners at 20 locations.

Working closely with the Board, the Executive Chair has her eyes on the future. We're investing in new ideas, partnerships, and infrastructure. We will substantially increase our services over the coming year, and are looking for people with diverse perspectives, backgrounds and talents to build their careers with us.. By being part of our story, you will play an important role in helping Australia become a digitally inclusive society.

The Role

We need a senior C-Suite Executive Assistant to join our remote team for a six-month part-time contract role, with the prospect of becoming permanent. Our Executive Chair holds the dual roles of CEO and Chair of the Board of Directors. This is a critical role to ensure she is equipped with the necessary information, tools, and time to conduct her role effectively. 15-20 hours per week, with potential for increased hours when the new COO comes aboard.

Reporting directly to the EC, you will also: serve as a liaison to the board of directors and the COO; manage and lead end-to-end Board reporting and documentation; and organise and coordinate executive outreach and external relations efforts. You will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a variety of activities and confidential matters with discretion.

Key responsibilities include:

- Provide EA support to the EC to facilitate effective planning, execution of business strategy, executive leadership and management duties.
- Provide well-planned, efficient end-to-end executive support and daily administration for the EC, including extensive diary and stakeholder management, Board and Committee meeting preparation and coordination.
- Manage EC's inbox – review all items and meeting requests, actioning, delegating, mark for follow up, file or draw attention to urgent/business critical items.
- Maximise the EC's time by reading, researching, and routing correspondence, drafting letters and documents, initiating telecommunications, preparing reports, memos, emails and letters on her behalf.
- Prepare, review and edit presentations, briefs, committee papers, minutes, media briefings, reports, and other documents – ensuring consistency of messaging and branding.

- Contribute to business operations, effective and efficient systems, processes and reporting.
- Assist in pipeline/forecast preparation, prioritising and managing multiple projects simultaneously, and following through on issues in a timely manner.
- Comprehensive diary management, including prioritising meetings and commitments appropriately.
- Liaise with the Leep Board, executive team, operational team, executives of external organisations, customers and key stakeholders such as regulatory bodies.
- Create timetable for Board meetings, schedule meetings and reminders for papers, loading papers onto BoardPro, attending meetings and taking action points, arranging logistics and catering.
- Prepare agendas, minutes and actions for circulation of information to participants (pre- and post-Board meetings).
- Work collaboratively and effectively with the EC, COO and other team members, facilitate coordination of information and providing executive support.
- Maintain strict confidentiality.

About You

To be successful in this role, you will have extensive previous experience as an Executive Assistant at CEO/Senior Executive/Board level in a complex, diverse multi-stakeholder organisation (essential and non-negotiable). You will have excellent time management and organisational skills, with the ability to work on multiple tasks/projects simultaneously. You will demonstrate strong interpersonal and communication skills. You are team player, who shows initiative and strong attention to detail. You are someone who thinks critically, can solve problems, and makes consistently sound, logical decisions. Tech-savvy, organised, proactive, perceptive, flexible and with a great eye for detail, and a sense of humour.

What you'll bring to the table:

- Demonstrated depth of at least five years' experience supporting C-suite level executives (essential).
- High degree of professionalism, confidentiality, maturity, discretion, tact and common sense.
- Experience liaising with government agencies, media, industry and regulatory bodies (desirable).
- Ability to work autonomously with minimal direction.
- Strong interpersonal skills and confidence when dealing with a range of stakeholders.
- Friendly and approachable – develops good rapport and treats others with respect.
- Highly developed organisational and time management skills.
- High level of initiative and strong attention to detail.
- Proficiency in Microsoft Office suite.
- Experience with BoardPro, or ability to quickly become proficient.
- Strong organisational skills with the ability to multi-task.
- A professional approach to dealing with confidential issues.
- The proven ability to manage time effectively and to work to tight and/or competing deadlines.
- Exceptional verbal and written communication skills, outstanding interpersonal and representational skills and enormous energy and drive.
- Experience scheduling appointments and updating calendars.
- Deeply-held social justice values.

Inclusion at Leep

At Leep, all employees are encouraged to be themselves and to bring their whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, people living with disability, culturally and linguistically diverse people and people of the LGBTQ+ community, including transgender, gender diverse, and intersex people.

Leep has a commitment to maintain a diverse workforce, and welcomes the opportunity for applicants to share their lived experiences. We also recognise that some applicants may not wish to disclose, and we respect their decision.

Apply Now!

- This is the perfect opportunity for someone who is available immediately and highly motivated, hands-on with organisation. You will be responsible for providing comprehensive support to the Executive Chair and Board of Directors of Leep.

- Your ability to think and act proactively and work under pressure while consistently meeting deadlines, coupled with your flexible 'can do' attitude is key. Your ability to complete all tasks to a high standard will be rewarded in this dynamic and highly motivated environment.
- Working as a trusted partner to the EC, you will ensure the effective use of her time to achieve business priorities and positive team outcomes. Your skills in juggling competing priorities, building relationships and driving efficiencies will be fully utilised and valued.
- This is an outstanding opportunity to dive into the content of a growing NFP organisation's purpose and operations and deeply engage with the business and its key stakeholders to achieve outcomes that make a positive difference to disadvantaged Australians.

If you're looking for the next opportunity in your career and want to work for a growing digital inclusion NFP organisation, then apply now! Applications will be reviewed as they are received.

Reach out if you have any questions: annew@leep.ngo