

Position Description – Executive Assistant

Purpose

To provide administrative and organisational support to the Principal and CFO, to act as minute secretary for the Ridley board, to manage the CRM system for donations, to serve as a member of the external strategy group and editor of the Ridley Connect magazine, and other roles as required.

The position of Executive Assistant to the Principal and CFO is a vital one in the administration of Ridley College. It requires a person with excellent interpersonal skills and the ability to take initiative and grasp complex organisations. The EA is required to display a high level of professionalism, regularly interacting with the staff, faculty and the wider community as well as dealing with confidential documentation.

Accountability

Reports to the Principal and CFO.

Responsibilities

1. EA to the Principal – provide assistance for the Principal in:
 - managing communications
 - teaching preparation
 - research projects and public speaking events
 - information management
 - diary management and making appointments
 - organising events, including hospitality, staff conferences, meetings, training, etc
 - organising travel arrangements as needed
- EA to the CFO – provide assistance for the CFO in:
 - Development and implementation of an effective donor strategy
 - Provide up-to-date donor information as required
 - Assist in reconciling data between ThankQ and Xero
2. Minute secretary for the Ridley Board:
 - Attend and take minutes at all scheduled meetings of the Ridley Board (for which time in lieu will be provided)
3. Manage Ridley College Customer Relationship Management system (ThankQ) for donors and supporters of the college:
 - Record and receipt all donations received by the college
 - Process credit card donations
 - Prepare appropriate donations reports for the Finance Team, and ET
 - Ensure the database is maintained and up to date

- Produce mailing lists for Ridley Connect, EOFY appeal, etc.
- 4. Involvement in wider Ridley college life
 - Attend and engage with the External Engagement strategy group meetings
 - Ridley Connect - as a member of the editorial team:
 - Develop ideas for articles for a given theme of the magazine
 - Prepare briefs for article writers
 - Edit and proof-read articles and assist in the development of layout
- 5. Other duties as directed

Conditions of Employment

The position is PART TIME 3 days per week. Details of salary will be provided upon application.

Key Attributes and Selection Criteria

- Demonstrated proficiency in Microsoft Office applications, especially Word, Outlook, Excel, and PowerPoint.
- High attention to detail
- Good written and verbal communication skills
- Ability to be diplomatic and maintain confidentiality
- Demonstrated ability to work as a cooperative team member and relate to a wide range of people.
- Ability to take initiative
- Demonstrated organisational skills and ability to determine priorities and respond quickly and appropriately to requests.
- Ability to deal with multiple tasks simultaneously, work under pressure and meet agreed deadlines
- Experience with CRM software is desirable.

To Enquire or Apply:

To inquire or apply, please email your questions or resume/Cover Letter to joinourteam@ridley.edu.au by 5 pm on 31 January 2025.

All applicants are required to be legally entitled to work in Australia.