

Position Description: Executive Assistant to the Western Australian State Director

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking an Executive Assistant to the Western Australian State Director.

Location: Perth

Time commitment: 8-12 hours per week

Reporting to: Western Australian State Director

Key responsibilities:

- Organising and managing engagements such as appointments and meetings
- Handling queries for the Western Australian Team
- Preparing and drafting correspondence and documents
- Liaising with stakeholders on behalf of the Western Australian State Director
- General secretarial support

Training and learning opportunities:

- In-house training
- Ongoing support from the Western Australian State Director
- Insight into policy and communications work through assisting other Western Australian staff members
- Opportunity to develop relationships with professional mentors

The ultimate candidate should...

- Have excellent oral and written communication skills
- Demonstrate strong organisational and administrative skills
- Have high level interpersonal skills
- Be a competent computer user and proficient in Microsoft Office
- Have good teamwork skills
- Be able to meet a time commitment of 8-12 hours per week

How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au