

Events and project support coordinator

Applications close Friday 17 May

Located in Sydney, NSW

Part-time – 30.4 hours per week

24 month contract

Salary range from \$50,764 to \$ 59,210 (depending on experience) + superannuation contribution + eligibility for salary packaging

The Network of Alcohol and Other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. As a member driven peak body, NADA's decisions and actions are informed by the experiences, knowledge and concerns of its membership.

This exciting position will assist the organisation in coordinating logistics (venues, caterers, and equipment), travel, grants administration and other administrative support services. If you have demonstrated experience in events and/or grants management we would like to hear from you.

The successful candidate for this position will have highly organised administrative skills, possess strong written and verbal communication skills, excellent time management skills and the ability to engage with a diverse range of stakeholders.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The **Position Description** can be downloaded [here](#).

A **Guide to Applying for NADA Positions** can be downloaded [here](#).

All applicants must:

- Provide a cover letter as part of their application
- Address the essential criteria, detailing how they best meet the criteria
- Provide a curriculum vitae with references.

Contact Maricar Navarro or ph. 02 8113 1305 for more information.

Please forward all applications to maricar@nada.org.au with email subject heading '*NADA Events and project support coordinator application*'.

Closing date for applications is COB Friday 17 May 2019

For more information
[click here](#)

Senior Project Officer

Applications close Friday 17 May

Located in Sydney, NSW

Full time – 38 hours per week

24 month contract

Salary range from \$68,713 to \$79,231 (depending on experience) + superannuation contribution + eligibility for salary packaging

The Network of Alcohol and Other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. As a member driven peak body, NADA's decisions and actions are informed by the experiences, knowledge and concerns of its membership.

This exciting position will play a key role in supporting and implementing projects for the non government alcohol and other drugs sector. If you have demonstrated experience implementing projects, have excellent analytical skills and the ability to engage with a diverse range of stakeholders we would like to hear from you. The successful candidate for this position will have highly organised administrative skills, sound computer skills and possess strong written and verbal communication skills.

Aboriginal and Torres Strait Islander people are encouraged to apply.

The **Position Description** can be downloaded [here](#).

A **Guide to Applying for NADA Positions** can be downloaded [here](#).

All applicants must:

- Provide a cover letter as part of their application
- Address the selection criteria, detailing how they best meet the criteria
- Provide a curriculum vitae with references.

Contact Michelle Ridley or ph. 02 8113 1306 for more information.

Please forward all applications to maricar@nada.org.au with email subject heading '*NADA Senior project officer application*'.

Closing date for applications is COB Monday 17 May 2019

For more information
[click here](#)