



## Operations Manager

Moriarty Foundation is seeking to appoint a full-time tech-savvy Operations Manager to plan, drive and deliver our expansion roll-out to a total of 18 sites in NT, QLD and NSW over the next 36 months.

We are offering the successful candidate a cutting edge professional opportunity, and a fulfilling role that is responsible for developing and implementing well-documented "hard" (physical and digital) together with "soft" (people-centered) logistics and operations for Sydney head office, as well as existing, and new remote and regional delivery locations.

You will build internal and external relationships for optimal operations, and logistics to support best practice organisational growth and program delivery, joining a talented high performing team within a dynamic, inclusive workplace culture.

If your strength is creating and building relationships, whilst driving processes in a way that supports an expanding program, and if you are able to commit to extensive travel requirements, we encourage you to apply.

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INFORMATION  
ON THIS  
POSITION

## Team Administration Support

Are you an experienced Administrator that wants to support a wide range of stakeholders for an established Indigenous Not For Profit, changing the lives of young Indigenous Australian children?

Our full-time Team Administration Support role is an exciting varied full-time position that is the first point of contact for a range of internal and external stakeholders. You will be responsible for providing high-quality customer service and comprehensive daily administrative and office support. You will assist the team to build and access best practice processes and platforms, providing end to end delivery of administrative, research, logistics and fundraising support to the Moriarty Foundation.

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## Communications & Marketing Manager

We have a varied and exciting 12 month contract position for a professional who is experienced and forward thinking in the creation, development, management and implementation of innovative communication and marketing strategies. You will be a changemaker, interested in making a difference amongst remote and regional Aboriginal children and families.

The position of Communications & Marketing Manager will be responsible for all internal and external communications including PR, media, marketing collateral, website, blog, social media. You will have proven experience and strong media networks in order to nurture media relationships, and have the ability to build the profile of the Foundation in line with our strategic plans, points of difference and reputation.

This role requires a balance of simultaneous strategic and hands-on delivery, with the ability to develop competency to write and communicate across all channels "on voice".

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All positions are located in a light and airy contemporary office in Crows Nest Sydney, close to public transport and all amenities.