



Wurringa Baiya Aboriginal Legal Centre Inc.

Administration Assistant

Identified: Aboriginal Female

Fixed Term: Six months (August – February 2023)

Part time: 28 hour per week / 56 hours per fortnight

Being an Aboriginal woman is a genuine occupational qualification under sections 14 & 31 of the Anti-discrimination Act 1977 NSW.

Wurringa Baiya is seeking to appoint an Administration Assistant. The successful applicant must have excellent administrative and organisation skills, and an understanding of domestic and family violence.

The rate of pay will be Pay Point 2 Level 1 to Pay Point 2 Level 4 as per the SCHADS Award. The rate of pay will depend on the successful applicant's knowledge and experience.

For more information or a positions description, please contact office on (02) 9569 3847 or email info@wurringabaiya.org.au

Please note all applicants must address all the selection criteria contained in the position description.

Applications close: Friday 12th August 2022