



78 High Street
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www.lancefieldhouse.org.au

JOB TITLE Promotion and Administration Assistant

DATE December 2023

Lancefield Neighbourhood House is offering an employment position for a;

- Promotion and Administration Assistant

The position offered is to provide assistance with the promotion, administration and day to day activities of Lancefield Neighbourhood House (LNH).

This involves;

- Promotion of all Lancefield Neighbourhood House activities.
- Promotion of Lancefield community activities.
- Office reception work
- Database development
- Involvement in community events
- Fulfilment of other duties as required by management.

(The above list is not exhaustive and the role may change to meet the overall objectives of LNH).

The applicant will need to have skills and experience in the following;

- Advanced knowledge of Microsoft Word, Excel & Publisher
- Strong experience with social media programs
- Knowledge of on-line design software
- Experience with Word Press an advantage
- Knowledge of Graphic design principles
- Office reception/customer service experience

The applicant will need to have the following attributes;

- Good communication skills and a friendly nature
- Excellent organisational and time management skills
- A flair for computer design work (promotional material)
- Ability to work alone and under direction
- Ability to work as part of a team
- Flexibility and openness to change
- Understanding of Community Development principals
- Experience in Not for Profit sector an advantage

The job offered is for 8 hours per week – divided into 2 x 4 hour block across the week (negotiable)

The role classification is from the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Adult Community & Education Employees. Remuneration will be at Schedule 3 Part A Level 3 year 1. The position is permanent part-time.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of LNH.



Applications for the position advertised for a Promotion and Administration Assistant are to be sent to coordinator@lancefieldhouse.org.au no later than 5pm on Friday 19 January 2024.

Please provide a cover letter explaining the experience you have in this area and any relevant qualifications along with a current Resume.

Please feel free to also include what motivates you to apply for this position and any examples of promotion design work you may have done.

Please call 0409 386 875 if you have any queries or would like more information regarding the position.

Regards,

Vivien Philpotts