

***Do you want to be part of a dynamic team of executive support professionals with passion for international development?***

**Who are we?**

**CBM Australia** is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We partner with government and non-government organisations with the aim of building and promoting an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential. CBM Australia is a key member of the CBM global network and has in its remit strong field programming and advocacy work as well as fundraising.

**About the role:**

Our work is growing and so is our team!

CBM Australia is looking to fill a key position in its Executive Secretariat. This team supports the CEO, COO and Senior Management Team to maintain and deliver Board, Management and Operational levels of Governance.

We are currently seeking a balance of communication and administration knowledge, skills and experience to help deliver our **executive communications** and to provide uplift directly to the work of the CEO.

The **Executive Secretariat** works to provide uplift primarily to the CEO, as well as the COO and Senior Management Team. Key elements of this collegial support include management of: stakeholder engagement, executive communications, report analysis and development, meetings and events, project administration, diary and email.

If you work for us:

- You'll be able to bring your whole self to work – it's a warm and caring place to be
- You'll work closely with Senior Management and C-Suite Executives
- You'll have diverse and creative colleagues who are passionate about professional values, maintaining a learning environment and keeping a clear focus on vision and mission
- You'll deliver on an interesting mix of regular and one-off tasks and projects

**Skills & Experience:**

- Experience delivering internal/executive communications
- Communications related qualifications (desirable)
- Demonstrated ability write across multiple formats and to different audiences
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and work both independently and in a team
- Demonstrated ability to work across different levels of a business and provide a consistent and reliable service

**Benefits:**

- Competitive salary packaging
- Flexible working hours
- Professional development opportunities
- Workplace equality and diversity

If this sounds like you please [Click Here](#) and include a cover letter addressing your interest in joining the team and what you have to offer. For further information a full Position Description can be obtained from our website [www.cbm.org.au](http://www.cbm.org.au)

We will be receiving applications until **Sunday 09 June 2019**, however applications will be considered earlier as they are received.

*CBM Australia is committed to the safety and best interest of all children accessing CBM supported services and programs and workplace. Preferred candidates are advised that they will be required to sign the CBM Child Safeguarding Standard. CBM Australia reserves the right to conduct police checks and other screening procedures prior to employment being confirmed. Applicants must be a permanent resident or Australia Citizen to be considered for this position.*