



## Position Description Office Administrator

### About the Indigenous Marathon Foundation

Established by World Marathon Champion and 1983 Australian of the Year Robert de Castella AO MBE, the IMF is a for-purpose health promotion charity that uses running to celebrate Indigenous achievement, create positive role models and influence health outcomes across Indigenous Australia. IMF's mission is to reduce the incidence of chronic disease by normalising running, walking and physical activity across Indigenous communities, and challenge stereotypes of Indigenous Australians by creating strong, resilient and inspirational leaders.

The IMF is underpinned by 10 years of experience and four key programs:

- 1. Indigenous Communities for Activity and Nutrition (I-CAN):** School-based health programs and fitness tracks aimed at health & increasing school attendance
- 2. The Indigenous Marathon Project (IMP):** Flagship New York City Marathon program aimed at creating local health leaders and championing Indigenous resilience and, achievement
- 3. FrontRunners:** Mentoring and grant-based program provided to IMP graduates aimed at driving ongoing community outcomes
- 4. Deadly Running Australia (DRA):** Community based running and walking groups aimed at mobilising communities and creating grassroots champions and leaders

### Overview

Reporting to the IMF General Manager, the IMF Office Administrator (Temporary or Fulltime placement) is a key administrative position and requires someone with strong attention to detail and a proactive/outgoing nature. Key to the success of this position is the person's ability to deliver on requested tasks in an efficient manner and plan and execute on event timelines in a timely manner. It's crucial this candidate holds a strong ability to multi-task and prioritise tasks whilst delivering on expected outcomes across the team. Although reporting to the General Manager, the role is a support function for the broader team and will be required to be flexible across all programs and operations under the IMF umbrella from time to time. Given the volume of operations at the IMF, this role works closely with each of our project managers to provide strong and efficient administrative support by way of operational coordination (including event planning and actions, merchandise inventory management and distribution), flight/accommodation bookings, team calendar management and general office administration.

### Responsibilities

- Manage and support IMF front office operations including general phone, shared inbox, stationery, asset register etc.
- Liaise with suppliers and IMF's outsourced Finance Function.
- Inventory and merchandise management including, ordering and fulfilment/shipping
- Event support and regular postage of medals & merchandise to stakeholders



- Assisting with fundraising initiatives and events
- Secretariat and meeting minutes / follow ups
- Travel / accommodation bookings for project managers
- Managing the Directors diary if/where necessary
- Team and core program calendar management, updates, and oversight
- Program specific support for project managers
- Assisting the General Manager with various administration activity

### **Core competencies**

- Strong attention to detail
- Ability to work unsupervised at times
- Strong numeracy and literacy skills
- Excellent organisational skills
- Excellent communication skills
- Microsoft office skills – word, excel, outlook, PowerPoint
- Reliable, motivated & positive energy
- Strong diary management skills
- Strong multitasking skills
- Proactive, outgoing, engaging and a team player
- Interest in Indigenous culture and community engagement
- Interest in health and wellbeing

### **Reporting lines**

Reports to: IMF Director and General Manager

Indirectly reports to: Program Managers

### **Annual Salary/Hourly Rate**

Competitive Salary

FBT packaging benefits available

5 Weeks Annual Leave

### **Placement period**

Full time, employment

We're looking for someone to join our small team who will bring with them a strong energy and an outgoing and friendly personality. There may be opportunities for travel that pop up from time to time and of which is dependent on general staffing, logistics and events.