

Pro-active Operational Coordinator with a passion for quality service and stakeholder engagement wanted

Drug Education Network

Join a talented team within an established Tasmanian charity, an Employer of Choice offering salary packaging, 4 weeks leave with additional leave between Christmas and New Year. This role is a 0.8 FTE (4 days a week), mix of home and office working offered, remunerated at SCHADS level 5.

The [Drug Education Network \(DEN\)](http://www.den.org.au) is a charity organisation committed to reducing harms from alcohol and other drugs for the Tasmanian community through education and leadership. DEN neither condones nor condemns the use of drugs. Rather, we acknowledge that drug use exists irrespective of legal status or societal norms.

We are looking for a pro-active Operational Coordinator with excellent time-management and administrative skills and a passion for quality service and stakeholder engagement to maintain and manage incoming requests to the organisation and support the team through operational coordination and administrative duties.

You will be able to demonstrate a successful and professional approach to self-directed time-management and use your initiative to prioritise tasks and work effectively under pressure.

You will be a positive contributor, a collaborative and supportive team player and utilise your soft communication skills on our service and referral info-line, while maintaining a productive and collegial working environment within our office. You will have a passion for detail and excellence, be adaptable, enthusiastic and care about delivering the best client outcomes.

You will utilise your administrative skills to support your teammates, ensuring that the organisation is able to deliver top quality evidence-based alcohol, tobacco and other drug health promotion information, resources and education. DEN is a state-wide alcohol, tobacco and other drug health promotion organisation, but this role is based in Brisbane Street, Hobart.

We are seeking a new team member who has:

A demonstrated ability to organise own work schedule, set priorities, track and manage multiple concurrent tasks and work with limited supervision as a collaborative member of a small team

Knowledge of the Tasmanian alcohol, tobacco and other drug sector, or the ability to rapidly acquire this knowledge with a strong transferable skillset

High-level communication and interpersonal skills, including the ability to build and maintain effective relationships with a diverse range of people across a diverse number of settings and the ability to professionally represent the DEN service.

The ability to independently operate windows computers and various software, inclusive of the ability to provide basic ICT support for team members relating to password resets and minor hardware and software issues

Knowledge of and the ability to independently operate Microsoft Office programs (Word, Excel, PowerPoint, Publisher, Outlook)

A calm, positive, problem-solving attitude, who displays initiative and critical and reflective thinking skills

This position is Part-time, fixed contract to July 2025, 0.8 FTE subject to funding. The Drug Education Network also offers on the job training and orientation and flexibility to facilitate work/life balance. Use your skills and experience to contribute to a growing organisation, a great team environment and a positive workplace culture.

If you are a person who has lived experience, we strongly encourage you to apply for the role.

Interested? Please view the attached Position Description for more information.

Questions about the role? Contact Shirleyann on 1300 369 319

To apply: send your CV with a cover letter addressing the selection criteria to admin@den.org.au

Closing date: 10.00pm Sunday 26th June, 2022