

Belongside *Families*

Position Description

Position Title	Administration Officer
Employment status	Casual; Hours vary but would be approximately 7.5 hours per week for 2-3 months – may be further work ongoing
Location	Work from home
Commencement date	April 2025

About the Role

We are seeking an Administration Officer to support our team with a range of administrative and operational tasks. This is a casual, remote role ideal for someone who is organised, proactive, and looking for work that can be done from home. The role is initially short-term to support specific projects, but there is potential for ongoing work.

Key Responsibilities

- Provide general administrative support to the team
- Assist with updating content across platforms (e.g. social media, documents)
- Look up and compare different options (like suppliers or tools) and share the information in a simple, easy-to-understand way.
- Support the setup and coordination of online events and activities
- Other administrative tasks as required

About You

Essential:

- Experience in an administrative or coordination role.
- Strong organisational and time management skills
- Excellent attention to detail
- Comfortable using online platforms such as Microsoft Word and Excel
- Ability to work independently and manage tasks with minimal supervision
- Strong communication skills

Desirable:

- Lived experience as a parent or carer of a child with disability
- Experience in using Canva and Social Media platforms.

Work Arrangements

- Worked at times that suit you, within agreed timeframes
- Fully remote position

What We Offer

- Flexible working arrangements tailored to your needs
- Salary packaging benefits
- A supportive and collaborative team environment
- Meaningful work that directly impacts families and communities

About Belongside Families

Belongside Families is an independent family-led organisation that supports parents and carers raising children with developmental delay, disability and autism across NSW.

Through free online programs and peer groups, trusted resources and supportive community, we empower parents and carers to grow their skills, knowledge and confidence to help their child and family to thrive.

How to Apply:

To apply, please send a short cover letter to Stacey Touma, CEO, at stacey@belongsidefamilies.org.au, introducing yourself and telling us:

- Why this role interests you
- Relevant experience and strengths you'd bring to the role
- If you have a CV or resume, feel free to include it—but it's completely okay if you don't

We know that applying for jobs can sometimes feel overwhelming—especially if you haven't done it in a while.

If you have any questions, reach out to Stacey via the email above. We'd love to hear from you!

Applications close: 18 April 2025