



### Position Description

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| <b>Title:</b>           | Executive Assistant to the CEO          |
| <b>Work Location:</b>   | Suite G06, 60 Leicester Street, Carlton |
| <b>Employment Type:</b> | Full time                               |
| <b>Salary:</b>          | \$65,000 plus 9.5% superannuation       |

### About us

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The VLGA is an independent organisation that supports councils and councillors in effective governance.

The VLGA through its strategic objective's advances and advocates for the importance of the role of effective local government. We support and assist councils to do their job well.

The VLGA provides good governance leadership by supporting its diverse membership and is a focused sustainable and values driven organisation.

### Position objectives and description

The Executive Assistant to the CEO is responsible for providing day to day support to the CEO and Board of Directors. In addition, the Executive Assistant will be involved in the strategic coordination and smooth running of some VLGA events including liaising with Ministerial offices, meetings, Leading the Agenda, conferences, workshops, forums, dinners, celebrations in partnership with other members of the team.

The position liaises extensively with the VLGA membership and key external stakeholders across both local and state governments.

Central to this position is flexibility, organisational skills, attention to detail and the ability manage multiple projects and handle competing demands.

### Organisational relationships

|                            |                             |
|----------------------------|-----------------------------|
| <b>Reports to:</b>         | Chief Executive Officer     |
| <b>Supervises/Manages:</b> | Not applicable              |
| <b>Internal Liaisons:</b>  | All staff and Board members |

**External Liaisons:**

VLGA members & non-members including mayors, councillors and officers, key state government stakeholders

**Range of Duties**

- Assisting the CEO with diary management, meeting co-ordination, correspondence, travel arrangements, and other administrative support.
- Provide secretariat services to the Board of Directors (through the CEO) including co-ordination of meetings, preparation of minutes, agenda and follow-up actions.
- Coordination and management of incoming and outgoing invoices and accounts, working closely with the book keeper and CEO to ensure costs are within allocated budgets.
- Providing secretariat support to a variety of working groups and sub-committees
- Liaising with VLGA members and prospective members and external stakeholders.
- Assisting with events planning and management (or support) including but not limited to: organising event venues, invitations, name tags, catering, meeting room set up and pack down (if required).
- With the support of the Comms/Media person, design event flyers, invitations, managing mailchimp and Eventbrite functions, registrations and event diary coordination.
- With the support of the Comms/Media person manage the CRM System and when required, assist in updating content on the website
- Managing meeting room bookings, and general office administration such as filing, tidying stocking of fridge and kitchen supplies, ordering of office stationary.
- Answering central phone, redirecting calls, taking messages and welcoming all visitors to the office.
- Provide Administration support to the wider team as required.

**Key competencies****ESSENTIAL**

1. Demonstrated experience in similar executive support and event management roles.
2. Confidence, maturity, flexibility and attention to detail.
3. Excellent organisational and project management skills with the ability to adapt to changing situations, be flexible, set priorities, manage time effectively, handle competing tasks and deadlines, problem-solve and think creatively
4. Well-developed communication skills, including the ability to relate to a diverse range of people, sense of humour, professional presentation, warm and friendly team player.

**DESIRABLE**

- Experience in an Industry Association or peak body
- Knowledge of the Victorian local government sector
- Ability to use Adobe Creative Suite
- Understanding of CRM systems
- Awareness of the political landscape