

Dear All

The opportunity for an ***Administrative Assistant*** exists at IWSS. This is a permanent position in the Sexual Assault Program at Immigrant Women's Support Service. Some of the attractive opportunities in this job include:

- To work in a dynamic team and organisation where broader understandings of working with women from non-English speaking backgrounds will enrich your experiences;
- The position is remunerated at SACS Level 4.2 with salary sacrifice;
- The position is for 15 hours per week;
- The distribution of the hours needs to be 9:00 – 2:30 pm (Monday, Tuesday and Friday);
- IWSS has above Award conditions in place for staff; and
- IWSS maintains a supportive, professional learning environment where opportunities for further professional development and training are afforded.

Interested applicants must consider the following:

- Provide a copy of your most recent Resume;
- Provide the names of two referees who can be contacted;
- Respond in a page or less to the Position Description's Selection Criteria;
- Email response to belle@iwss.org.au or Chair, IWSS, P.O. Box 5490, West End Qld 4101; and
- Due date – Close of business on **Thursday 26th of June 2008**.

I strongly encourage you to think about the position and your possible contribution to the Sexual Assault Program at IWSS.

I have attached the Position Description for your consideration. Please contact Beata on 3846 5400 or me if you have any questions.

Sincerely

Annabelle Allimant
Coordinator

Immigrant Women's Support Service
"Promoting safety - Embracing diversity"

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