

## Gabba Ward Community Organiser/Office Administrator

**Salary:** \$29 435/year + superannuation (works out to \$39/hr)

**Start date:** early February – ideally the week beginning on Monday, 5 February

Part-Time – 2 days/week (0.4 full-time equivalent)

6-month contract, strong possibility of extending to permanent

Are you passionate about grassroots democracy, radical politics and community-driven social change? We're seeking a self-motivated, enthusiastic activist to join our office in the Gabba Ward. The role will involve a lot of office administration work and will revolve heavily around directly serving residents to give them the information and support they need to get positive outcomes on local issues, but will also involve supporting and organising community campaigns for broader structural change.

You'll be required to fulfil a wide range of tasks to support the Gabba Ward Councillor in their duties as a local representative. A standard workday generally involves sitting at the computer, taking phone calls and responding to emails and face-to-face enquiries from local residents and city council staff, while also organising upcoming events and campaigns.

*This role is based at Councillor Jonathan Sri's Gabba Ward Office on Annerley Road in Woolloongabba. The role is for two days per week (fixed roster which will depend on your availability and the availability of other part-time staff). A standard work day runs from 8:45am to 5pm.*

*This role has become available because a current permanent staff member is taking on another external position temporarily, and will be on unpaid leave for six months. If they don't return to the ward office, we will look to make this role permanent (guaranteed until the next council election in March 2020).*

### **The successful applicant will have:**

- strong inter-personal communication skills
- prior experience working in office environments
- the ability to prioritise tasks and work with minimal supervision
- community campaign experience
- a strong personal connection to the Gabba Ward
- high computer literacy (and the ability to learn new programs/systems quickly)
- exemplary written communication skills

### **The successful applicant will also have at least some (but obviously not all) of the following desirable skills/experiences:**

- fluency in languages other than English
- prior experience as a community campaign manager/field organiser (this might include training in non-violent direct action and organising blockades or protest actions)
- experience working within Brisbane City Council and/or strong working knowledge of Brisbane City Council departments
- strong local knowledge of Brisbane's inner-south side
- office administration/management experience

- training in mediation/dispute resolution and/or deliberative democracy facilitation
- grant-writing experience
- Blue Card (Working with Children clearance)
- Open Driving License

**Please also mention if you have significant training/experience in any of the following:**

- graphic design/photoshop
- 3D modelling
- web design
- database management/IT systems
- video production/editing
- sound engineering
- town planning/urban design and/or a background in planning law

In filling this position, we're seeking a candidate whose skills and personality complement the other staff within the Gabba Ward office, and we will tailor the specific division of roles and responsibilities accordingly.

**To apply, send a two-page resume along with a covering letter (400 words absolute maximum) to [jonathan.sri@qld.greens.org.au](mailto:jonathan.sri@qld.greens.org.au) by 9am on Monday, 8 January.** Please include contact details of two referees (referees need not be previous employers, and can be people who you've volunteered alongside in other community projects or campaigns).

The covering letter should demonstrate a strong commitment to local radical politics and an understanding of the how we can/should use our position as a local council ward office to enact meaningful social change.

