



CEO Executive Assistant - \$80,000 - \$85,000 + super + salary packaging

- National not for profit – Aboriginal sector
- Generous salary + salary packaging
- Canberra based - full-time position

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like the forced removal of children from their families. They focus on building culturally strong, community led healing solutions, through working closely with communities around the country.

The Person

The successful person will be a skilled professional with previous high level EA experience. You will possess a mature attitude, be highly organised and flexible in your approach and have a reputation for diplomacy, confidentiality, resourcefulness and getting things done.

You will have excellent attention to detail, be able to manage up and run two offices efficiently. Ideally your work history would include working within a similar environment (NFP's, Professional Associations and/or Boards, Professional Committees, Foundations).

You will have respect for the Stolen Generations and an ability to work in an environment where trauma and healing issues are discussed.

The Role

This important role will provide high level executive and secretariat support to the Board and the Chair, as well as to ensure the efficient management of the offices of both the CEO and Deputy CEO. A brief description of your responsibilities are:

- Coordinate and provide high level administrative support to the CEO and Deputy CEO
- Board secretariat support
- Act as a liaison and co-ordination point between the CEO of The Healing Foundation and key stakeholders
- Coordinate the maintenance, storage and distribution of The Healing Foundation Policies and Procedures Manual

To be successful in this role, you will have exceptional written and verbal communication skills as you will be the co-ordination point between the CEO's office and key stakeholders. Advanced computing skills on Microsoft Word, PowerPoint and Excel are essential.

For more information on this role and to receive a **detailed position description**, please call **Tracie Carnovale** at **Carnovale Recruitment** on 0404 979206 or email Tracie at **tracie@carnovalerecruitment.com**

The successful applicant will be provided with a generous base salary, and a supportive executive team. **This position is based in Canberra.**

For more information and a copy of a detailed position description, please call Tracie on 0404 979206 at **Carnovale Recruitment**. You can then send your covering letter and resume to tracie@carnovalerecruitment.com.