



ADMIN ASSISTANT

- Goulburn's Community-Owned Solar Farm
- Flexible 15-20 hours per week
- Event management, marketing, reporting.

Community Energy for Goulburn (CE4G) has obtained a \$2.1m grant from the NSW government to assist build one of Australia's largest community-owned solar farms together with battery storage....right here in Goulburn!

With the build due to start in the coming months, and with an imminent share offer to members of the soon to be created Co-Operative, the volunteer committee of CE4G needs a competent, diligent and experienced Administrator to assist with a broad range of activities including:

- Assist in collecting and collating information and data for regular reports to government departments and other stakeholders
- Assist with the creation and management of both physical and online fundraising activities
- Assist the Treasurer with Co-Op member and share-holder management and communication
- Assist in developing and managing social media and newsletter communication
- Assist in preparing reports and information for the Co-Op Board
- Be one of the main points of contact between the broader Goulburn Community, the Co-Op and its members and shareholders

Essential Skills & Experience:

We are looking for an individual who can demonstrate a well organised approach together with a strong attention to detail; a person with the ability to coordinate the activities of others and who is calm under pressure.

Excellent verbal and numeracy skills are essential together with experience working with budgets and spreadsheets.

Experience working within a bureaucratic environment (perhaps with government at some level) an advantage, with a "can and will do" attitude....we're after a person who really wants to be involved.

Hours/Remuneration

- Hours: 15 – 20 hours per week, working flexibly, including occasional weekends
- Duration of employment: initially 12 months with possible extension to 24 months.
- Remuneration: \$35-\$40 per hour negotiable, depending on experience.

CE4G is an equal opportunity employer; while preference will be given to a person from within the Goulburn region, interested people from further afield are encouraged to apply.

To express interest and receive a comprehensive Job Description, please email your CV together with a cover letter outlining your specific relevant skills and experience to

job@ce4g.org.au