

Administration Support

Position details

Reports to	Manager, ErinEarth
Employment status	Part-time (15 hours per week), permanent. Fair Work Act underpinning.
Conditions	Requirement to work some weekends. Extra time worked outside of normal hours to be taken as time off in lieu, with approval. Possess or be willing to obtain a Working with Children Check and CrimCheck. Driver's licence.
Pay rate	Salary ranges from \$50,000 to \$60,000 per annum, full time equivalent, plus superannuation. A base salary rate above the minimum will be dependent on skills and experience.
Location	ErinEarth, 1 Kildare Street, Wagga Wagga NSW 2650
Closing date for applications	13 th January 2025

About ErinEarth

ErinEarth is a community and a living educational resource, inspiring all to live more lightly on our planet through awareness, connection, learning and actions. Through education we bring about meaningful and transformative change. Through engagement with ErinEarth, its gardens, community and programs, people have a sense of awe and wonder yet understand Earth's crisis and are inspired to adopt sustainable living practises. Our half-hectare site includes an energy-efficient house and large garden with native plants, vegetable beds, ducks and chickens and an orchard, on Wiradyuri Country, Wagga Wagga.

In 1997 the ErinEarth site was comprised of two bitumen tennis courts and a rubbish dump. At this time, two Presentation Sisters, Carmel Wallis and Kaye Bryan, were becoming increasingly concerned about the state of the global environment. The Sisters dreamt of rehabilitating the site and creating a centre for ecological justice, with *ecological* concerning the 'web of life' and *justice* understood as meaning 'right relationship'.

In practical terms, Sisters Carmel and Kaye sought to both model and teach skills for a more sustainable lifestyle, and to create an inclusive gathering place for promoting community wellbeing. The ErinEarth parcel of land was given to them, and with the help of many volunteers they began the task of site restoration. The Sisters were guided by Permaculture principles and an aim of creating a bush garden that mimicked local native habitat and alleviated the problem of urban

salinity. A model energy-efficient house was also designed and built onsite, to showcase options for sustainable living.

In 2017, ErinEarth evolved from an activity of the Presentation Sisters to a limited liability company with not-for-profit charity status. ErinEarth currently has five part-time staff who are supported by numerous volunteers. Volunteer roles include ErinEarth Board and committee members, gardening maintenance, and hospitality provision.

In 2023, stakeholders of ErinEarth engaged in the process of documenting the organisations values: community, respect, sustainability and inspiration.

ErinEarth's 2025-2027 strategic plan is focused on three goals:

- (1) We provide education which inspires and challenges the heart and mind in a garden that renews and heals,
- (2) We are a sustainable organisation that demonstrates robust leadership and good governance, is financially secure and true to our heritage,
- (3) We create inclusive community with productive partnerships with those who share our commitment to social and ecological justice.

ErinEarth's primary activities include:

- Providing an onsite and offsite education program for preschoolers, school students and community groups focused on connection with nature, sustainable living, and caring for Country.
- Running a garden volunteering program every Thursday during school terms. This is an inclusive program, aiming to provide a welcoming and supportive place for all.
- Opening our garden to the public on Mondays, Tuesdays and Wednesdays for the community to wander, kids to play, and for quiet contemplation and inspiration among our beautiful natural environment.
- Hosting monthly open days and supporting events and workshops run by like-minded community organisations, with a focus on providing high-quality environmental education.

Position overview

This important role reports directly to the Manager and works collaboratively with other staff members and volunteers to support ErinEarth's day-to-day operations, education programs, communications activities, and media outreach.

The role is suited to someone who is self-driven, creative and community-focused, innovative, happy to juggle a variety of tasks, capable of quick turnarounds, and who is keen to work for an inclusive and environmentally focused organisation.

Key responsibilities:

- Being the first point of contact by greeting visitors to site, answering phone calls and managing email enquiries.
- Provide administrative support, as directed by the ErinEarth Manager, for the ErinEarth team, including dealing with general enquiries, assisting with onsite bookings, managing files, supporting volunteers and maintaining office supplies.
- Support the planning, organisation, and delivery of ErinEarth events e.g. festivals, workshops, site tours.
- Maintain digital media archives, including photos and videos.

Selection criteria:

1. Proficient with office administration.
2. Ability to support, collaborate and work flexibly with a diverse team, including fellow staff members and volunteers.
3. Excellent organisational and time management skills, including experience with event organisation and delivery.
4. Digital literacy across MS Office, Canva and photo/video editing applications.
5. Excellent writing and editing skills, with strong attention to detail.
6. Exceptional interpersonal and customer service skills.
7. A passion for sustainable living and environmental education.

How do I apply?

To be considered for this position please prepare a cover letter outlining your suitability, and send it with your current resume to: manager@erinearth.org.au

Applications close 13th January 2025. Please note ErinEarth will be closed from 3pm Friday 20th December 2024 and reopen Monday 6th January 2025. If you have any questions in relation to this position, we will reply to any enquiries on our return in 2025.)

Start will be as soon as possible.

Want to know more about the role and organisation?

Email: manager@erinearth.org.au or phone: 02 6925 7150.