



Mental Illness Education ACT (MIEACT) is a vibrant community organisation concerned with reducing the stigma towards people with mental illness. Our core business involves an exceptional group of volunteers with a personal experience of living with mental illness conducting mental health promotion with schools, community and government agencies.

Office Manager

25 hours per week – Casual contract until 30th June 2011 with extension dependent on funding.

Community Sector Multiple Enterprise Agreement, Level 4, \$28.42 per hour (includes casual loading).

The role of Office Manager is an exciting new position within the MIEACT team. Core to this role will be centralising the administrative functions of the office to create streamlined, efficient and effective operation. The position requires 5 hours per day 5 days per week to ensure office coverage and continuity. This position will be central to organisation and communications in the office and will be responsible for developing and implementing business processes and systems to support the efficient operation of the office. The Office Manager will need to work very closely and effectively with the Executive Officer and all other members of the MIEACT team.

We are seeking an enthusiastic and collaborative team member with administrative skills and with the ability to work respectfully with mental health consumers and carers.

MIEACT offers salary packaging options.

For a copy of the position descriptions visit our website www.mieact.org.au

For more information contact **6257 1195**.

Written applications addressing the selection criteria, a current resume and with contact details of 2 referees should be sent to PO Box 4074, Ainslie ACT 2602 or linda@mieact.org.au by 27th January 2012.