



ABORIGINAL AND TORRES STRAIT ISLANDER HEALING FOUNDATION LTD



The Aboriginal and Torres Strait Islander Healing Foundation (ATSIHF) is an independent national organisation established in late 2009. The Foundation's role is to fund and support healing initiatives for Aboriginal and Torres Strait Islander peoples; facilitate education, training and capacity building; and contribute to an evidence base for healing through community-driven and culturally appropriate research and evaluation. We are pleased to be offering the following newly created positions at this exciting stage of the Foundation's development:

Project Officer Research

Under the guidance of the Director of Research, the Project Officer will be responsible for assisting with the development of a strategic plan for the Foundation's Research and Evaluation activities; establishing a clearinghouse database for research into healing initiatives; developing processes to build research and evaluation into all of the Foundation's activities; and undertaking a range of projects related to the Foundation's objectives and programs.

We are seeking a committed individual with a demonstrated understanding of the issues affecting Aboriginal and Torres Strait Islander communities. Relevant tertiary qualifications and an understanding of research and evaluation methodologies will be well regarded. Salary circa \$72,000 + Super + FBT benefits.

Project Officer Communications and Education

Under the guidance of the Programs Director, the Project Officer will be responsible for assisting with the development of a strategic plan for the Foundation's education, training and capacity building activities; developing and implementing a Communication and Promotions Strategy for the Foundation; managing media and communications relationships; and undertaking a broad and evolving range of community education and promotions projects.

The Project Officer will be a dynamic individual with strong communication skills, able to work closely with key stakeholders in order to attract financial and other support and have experience working with Aboriginal and Torres Strait Islander communities. Salary circa \$72,000 + Super + FBT benefits.

Executive Assistant to the CEO

The Executive Assistant will be responsible for providing high level administrative support to the CEO. Key duties will include: diary management; secretariat support to the Foundation, Board of Directors and Sub Committees - agendas, minutes and briefing notes; research, writing and collating reports; and effective and sensitive management of internal and external stakeholder relationships. Some travel will be required.

This is a diverse and rewarding role for a highly motivated and experienced Executive Assistant. You will support the CEO and the ATSIHF Board by capably performing a range of duties to help ensure the good governance of the Foundation. Salary circa \$65,000+ Super + FBT benefits.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

For more information and to obtain a full job description and selection criteria please contact **Tracie Carnovale** on (02) 6162 2000. Applications, which should address the selection criteria, are to be forwarded to tracie.carnovale@effectivepeople.com.au by 5pm, Monday 6 September 2010.



For more information about the Aboriginal and Torres Strait Islander Healing Foundation please visit www.healingfoundation.org.au