

EcoLands Collective

Position Information	
Position Title:	Executive Assistant
Employment Type:	Part-time (0.4–0.6 FTE / 2 -3 days per week)
Hours of Work:	9.00 AM – 5.00 PM within a flexible hybrid schedule, negotiated to support remote and in-person requirements.
Reports to:	Director Liaises with: Board Chair, Collective Members, Consultants, and Partner Organisations.
Conditions:	\$65,000–\$70,000 pro rata (plus 15% superannuation), depending on skills and experience.
Award:	<i>This role is classified under the Clerks – Private Sector Award 2020, reflecting its administrative and governance support functions. The position is remunerated above award and includes 15% superannuation to recognise the seniority and autonomy of the role.</i>
Location:	Hybrid – Largely remote role, Gippsland or Melbourne-based. Occasional in-person engagement with the Director, Board, and member organisations across Gippsland is required.
Organisation Information	
About Us:	Ecolands Collective is a group of active and emerging environmental organisations committed to private land conservation, better land stewardship and empowering individuals and communities to leave a living legacy for future generations. We work to create resilient ecosystems through landscape connectivity, biodiversity restoration, and the empowerment of community-led stewardship. By fostering collaboration and shared purpose, the collective strengthens the region’s environmental impact and long-term sustainability.
Our Culture:	Ecolands Collective operates with a culture of collaboration, respect, and environmental responsibility. The organisation values partnership, innovation, and integrity, bringing together people who are passionate about meaningful change for nature and community. As a small, purpose-driven team, we pride ourselves on open communication, adaptability, and mutual support. We aim to model the same ecological principles we promote - interconnection, resilience, and balance - in our ways of working.
The Role:	The Executive Assistant (EA) is a trusted, proactive, and senior administrative role providing high-level executive and governance support to the Director and Ecolands Collective Board. This role ensures the smooth operation of the organisation’s executive, administrative, and coordination functions, maintaining a professional, efficient, and consistent standard

	of service. The role maintains governance records and systems, coordinates partnerships, and drives internal efficiency aligned with the organisation's purpose and values. The EA plays a pivotal role in connecting strategic direction with operational delivery, ensuring that daily functions reflect Ecolands' environmental and ethical commitments. Operating with a high degree of autonomy, the EA will manage executive scheduling, correspondence, governance documentation, partner communications, and systems administration to support the Director and member organisations. The role requires exceptional organisational, digital, and interpersonal capability — suitable for an experienced, self-sufficient professional who thrives in a flexible, purpose-driven environment.
Main Duties:	Executive Support • Provide comprehensive, confidential administrative and coordination support to the Director. • Manage calendars, appointments, correspondence, and travel logistics. • Prepare, proofread, and format documents, presentations, and reports to a professional standard. • Anticipate needs and manage priorities to ensure the Director's focus remains on strategic matters. • Liaise professionally with board members, partners, and senior stakeholders. Personal and Office Assistance • Support personal scheduling, events, and travel coordination as required. • Assist in managing communications, inbox traffic, and document flow — including triaging, filing, and drafting responses where appropriate. • Maintain clear digital organisation across shared systems (e.g. Microsoft 365, SharePoint, email folders). • Coordinate with other team members (e.g. Alex and Jyoti) to ensure efficient management of Board-related materials and communication channels. • Ensure documentation, meetings, and correspondence are well-organised and accessible across multiple entities (BdL, Rendere, WUL, etc.). Information and Communication Management • Collate and circulate information across the Director's portfolio in a timely, accurate, and confidential manner. • Support the Director's relationships with board-level contacts and key partners. • Maintain up-to-date records and contact databases relevant to ongoing organisational and board activities. Professional Liaison and Coordination • Act as a professional point of contact for the Director's network, ensuring prompt and polished communication. • Coordinate meetings and follow-up actions, maintaining momentum across projects without requiring operational involvement. • Assist with project-related documentation, briefings, and reference material.
Qualifications and Licences:	Required • Unrestricted Australian work rights.

	• National Police Check. • Current Victorian driver's licence. Desirable • Qualification in Business Administration, Environmental Management, or related field.
Skills and Experience:	Required • Demonstrated experience in executive or personal assistant roles supporting senior leaders or directors (this position is not suitable for entry-level applicants). • Excellent written and verbal communication, time management, and organisational skills. • Proven ability to manage competing priorities with initiative, discretion, and professionalism. • Understanding of organisational operations, governance, and administrative processes. • Demonstrated proficiency with Microsoft 365, SharePoint, Xero (or equivalent), and collaborative tools such as Asana, Slack, or Canva, with proven ability to learn and optimise new systems. • Ability to manage competing priorities and maintain confidentiality. Desirable • Experience in not-for-profit, environmental, or community organisations. • Understanding of governance processes. • Experience in stakeholder coordination and event support. • Experience supporting professionals across multiple entities or portfolios. • Experience coordinating information across hybrid or remote environments.
Behaviours and Attributes	In keeping with Ecolands Collective's collaborative and purpose-driven culture, the EA demonstrates the following behaviours: • Proactive, adaptable, and solutions-focused. • Discreet and trustworthy in handling sensitive information. • Professional in communication and presentation with a high attention to detail. • Appreciates the balance between autonomy and collaboration. • Demonstrates initiative and anticipates needs rather than reacting to them. • Calm and composed under pressure, maintaining a positive and supportive working relationship with the Director and wider team.
Key Performance Measures:	• Administrative systems and processes are streamlined, documented, and regularly reviewed for improvement - resulting in timely, accurate, and high-quality administrative outcomes. • The Director's administrative and communication workload is streamlined, with clear systems and reduced direct traffic. • Information flow between the Director, boards, and partner organisations is timely, accurate, and well-managed. • Professional documents, scheduling, and coordination consistently meet a high standard. • The Director is able to focus on strategic and board-level responsibilities with confidence in the operational and personal support provided.

Key Selection Criteria:	1. Executive Support Experience Demonstrated experience providing high-level administrative or personal assistance to a senior leader or director. 2. Communication and Relationship Skills Excellent written and verbal communication, with the ability to engage confidently and professionally with varied stakeholders. 3. Organisation and Prioritisation Strong organisational skills with the ability to manage competing demands and maintain effective systems. 4. Digital Capability Proficient use of Microsoft 365, SharePoint, and related digital tools to support coordination and document management. 5. Professionalism and Discretion Displays integrity, confidentiality, and initiative in supporting executive and organisational priorities.
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