

Project Support Assistant

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| Work Unit | Program Delivery |
| Classification Level | 1 |
| Employment type | Continuing |
| Work location | Brisbane |
| Reporting line | Regional Community Development Manager |
| Supervisory Responsibilities | N/A |
| Date document created or updated | 11/7/2017 |

Position purpose

The Project Support Assistant is responsible for providing administrative and phone support for a range of Programs.

Organisational context

Celebrating more than 50 years of service to the community, the Alcohol and Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol and Drug Foundation is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Community programs
- Workplace services
- Policy and advocacy

For further information, please go to our website: <http://www.adf.org.au>

Key Relationships

- Internal Relationships:
 - ADF Internal Staff
- External Relationships
 - Good Sports Club Representatives
 - Local community sport networks
 - Good Sports Community Partners
 - Organisations within the Alcohol and other Drug setting

Responsibilities

- **Administration support of ADF Programs:**
 - Work closely with program delivery staff to support delivery of ADF programs.
 - Contact club/community representatives via phone
 - Log initial and follow-up phone call outcomes in CMS
 - Respond to enquiries from clubs/communities (online, email, phone)
 - Liaise with Project Officers and State/Regional Community Development Managers as required
 - Search key contacts relevant to ADF PROGRAMS (Local Government, Leagues and Associations) as required
 - Provide regular update on phone call and web-search outcomes
 - Data entering
 - General administrative tasks including but not limited to (booking flights and accommodation, ordering stationery & postage
 - Other duties as required to assist Program Delivery team
- **Website and database data entry:**
 - Conduct web-based searches for club/community contact details
 - Record all interactions in CMS
 - Record data administration in CMS