OFFICE & EVENTS CO-ORDINATOR

ncjwa nsw

JOIN OUR TEAM

NCJWA NSW Office & Events Coordinator
Work type: Part-time 12 month contract (21 hours per week, may include some weekend and evening for events.)
Remuneration: $40 per hour, depending on experience
Location: Council House, Woollahra

NCJWA NSW is one of Australia's longest serving Jewish women's organisations. Through volunteer led programs and community initiatives, the organisation supports women and families while creating opportunities, for connection, support and practical assistance.

Programs include Cuddle Bundles, Days for Girls, Tikvah V'Or breast cancer support, workshops, community celebrations and other volunteer initiatives, all based at Council House in Woollahra, a vibrant hub for connection, events and community life.

Key resposibilities
• Working closely with the admin assistant, finance officer and other staff
• Manage the day to day operations of the NCJWA NSW office and Council House, ensuring a welcoming, organised and efficient environment.
• Manage office enquiries, email, telephone communications, shared inboxes, calendars and organisational records.
• Coordinate venue hire, event administration and the planning and delivery of NCJWA NSW events and community activities.
• Provide administrative support to the Board, staff, committee chairs and volunteer groups.
• Coordinate the operation of Council House, including contractors, maintenance, office supplies, equipment and technology.
• Assist with event logistics, room setup, hospitality and event support volunteers.

Essential
• Experience in office administration, event coordination or a similar role.
• Excellent organisational, time management and communication skills.
• Ability to manage multiple priorities, work independently and use initiative.
• Confident using Microsoft 365, SharePoint, Humanitix, Mailchimp and Canva.
• Friendly, professional and customer focused, with excellent interpersonal skills.
• Passionate about supporting a vibrant Jewish women's organisation.

Reporting
Reports to the President of NCJWA NSW or their delegate. Works closely with the Board, staff, committee chairs, volunteers, venue hirers and contractors.

Contact:
Please send your resume or any questions about the role to: president@ncjwansw.org
Applications close: 11 Sept 2026.

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CURRENT OPPORTUNITIES
www.ncjwansw.org/current-opportunities