



An Australian Government Initiative



Regional Development Australia
TROPICAL NORTH

Position Description

Office Coordinator

November 2025

POSITION TITLE: Office Coordinator Permanent Part Time (FTE 0.8 / 4 days)	LOCATION: Cairns
POSITION REPORTS TO: Chief Executive Officer (CEO)	
NUMBER OF DIRECT REPORTS: Nil	
COMMENCEMENT DATE: 14 January 2026	TERM: Three years
POSITION SALARY: <i>\$75,000 p.a (pro rata 0.8 FTE) + super</i> <i>Equivalent: Approx. \$60,000 p.a for 4 days / week + super</i> <i>Benefits: 5 weeks annual leave (pro-rata) + 17.5% leave loading + salary sacrificing</i>	

About Regional Development Australia Tropical North

RDA Tropical North forms part of a network of 50 committees across Australia’s capital cities and regions, including the Indian Ocean Territories, Norfolk Island and Jervis Bay Territory. We operate within a regional economic development framework to promote long-term regional economic and social growth to achieve our vision of being the thriving, diverse and sustainable powerhouse of Northern Australia, linking the nation to the Indo-Pacific. Our region encompasses 21 local government areas from the Torres Strait, Cape York to Croydon, south to Cardwell and north up the tropical coast. The 11 member RDATN volunteer Board from the region bring leadership, skills and experience from the community, business, local government and not-for-profit organisations.

Refer to www.rdatropicalnorth.org.au for further information.

Position Description

This pivotal role provides high-level administrative and governance support to the Chief Executive Officer (CEO) and RDATN Board. It is suited to an **experienced administrator** who thrives on organisation, precision, and proactive problem-solving. The Office Coordinator will ensure the seamless operation of our small, high-performing office by managing governance processes, communications, and administrative systems.

You'll need **strong intuition, initiative, and attention to detail**, with the ability to anticipate needs and work independently.

Key Responsibilities

1. Executive & Governance Support

- Provide confidential, high-level administrative support to the CEO and Board.
- Coordinate board meetings, prepare agendas and minutes, maintain registers, and ensure compliance with governance frameworks.
- Assist with policy updates, risk registers, and reporting requirements.

2. Office Administration

- Oversee daily operations of the RDATN office, managing contractors, suppliers, and IT support.
- Coordinate meetings, workshops, and travel logistics.
- Maintain office assets, insurance, and lease arrangements.

3. Communications & Stakeholder Support

- Manage website updates, social media content, and newsletters.
- Support event coordination and distribution of media releases.
- Provide excellent internal and external stakeholder service.

4. Financial Administration

- Assist with invoices, receipts, and audit preparation.
- Support financial forecasting, quotes, and budget tracking in collaboration with the bookkeeper.

Selection Criteria

Essential

1. Demonstrated experience in roles that require attention to detail, ability to achieve outcomes, without the need for extensive direction.
2. Experience in directly assisting the daily efficiency of a similar office environment.
3. Demonstrated high-level competency in administrative management and board governance (minimum 5 years' experience).
4. Demonstrated ability in online communications activities including website maintenance, social media, Vision 6 or other similar platforms.
5. A high level of initiative and positive attitude in problem solving.

6. Demonstrated ability to work and contribute as a member of a small team managing multiple priorities with challenging deadlines.
7. High-level written and verbal communication and interpersonal skills.
8. High level competency and experience with IT and Microsoft suite of programs.
9. Current C-class Drivers Licence.

Desired

- Knowledge and awareness of the Far North Queensland region and the Regional Development Australia network.
- Relevant Degree or Diploma qualification.
- General knowledge of bookkeeping principles and XERO.

Applications:

Applications should be lodged via [SEEK.COM](https://www.seek.com.au)

Applications should include a letter outlining how you meet the selection criteria and a current resume.

Shortlisted candidates may be required to undertake psychometric testing.

Please email Lainie Poon, CEO with any queries on Ph 07 4041 1729 | ceo@rdatropicalnorth.org.au

Application Closing Date: Sunday 30 November 2025 (Midnight)

Appendices

[Regional Development Australia Charter](#)

[Fair Work Information Statement – New Employees](#)

[Fair Work Fixed Term Contract Information Statement](#)