

## **Program Co-ordinator**

- Remote/Office Work
- Opportunity to Travel
- First Nations Candidates are encouraged to apply

The Indigenous Literacy Foundation (ILF) is a national charity working with Aboriginal and Torres Strait Islander remote Communities across Australia. We are Community-led, responding to requests from remote Communities for culturally relevant books, including early learning board books, resources, and programs to support Communities to create and publish their stories in languages of their choice.

This is an exciting opportunity for you to join our small team based in Sydney's CBD and to use your strong coordination and relationship building skills to work with the Book Buzz Manager to coordinate the Book Buzz Program for young children.

This includes communicating with playgroups who are part of the program, developing new relationships with potential playgroups, developing and sourcing resources, managing orders and liaising with the logistics team for storage and delivery. You will also support the translation of Book Buzz titles which includes narrations in language, audio files, web pages and QR codes, animations of publishing projects, digital workshops and some book publishing projects.

To be successful in the role you will need the following:

- Experience in a similar role within the for-purpose sector and/or early childhood industry
- Experience working with Indigenous people and communities
- Ability to be forward thinking and to take initiative
- Scheduling and project management skills
- Must be able to problem solve and prioritise competing demands
- Excellent written and spoken communications
- Strong organisational skills, with an eye for detail
- Must have good computer skills (experience with Apple Mac; ILF uses Salesforce; Excel; Word)

If you have the required skills and experience and are looking for a collaborative, inclusive culture that promotes a healthy work life balance, please send your CV and covering letter to Katharine Elkan at [katharine@ilf.org.au](mailto:katharine@ilf.org.au)