

Publishing Co-ordinator

- Remote/Office Work
- Opportunity to Travel

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 a rare opportunity for you to join our small Publishing team based in Sydney's CBD. In this full-time entry level role, you will use your strong co-ordination and administrative skills to assist the Publishing team in the publication and production process.

Key responsibilities include assisting in the development and management of Community publishing projects, especially the translation program, and the coordination of the submission and review process for manuscripts. You will also have the opportunity to oversee some titles (initially translations) with the support of the Publishing Team.

To succeed you must have the ability to multitask, meticulous attention to detail, strong communication skills (written and verbal) and a positive attitude. Our strength is found in our people, and we have a collaborative, inclusive culture that promotes a healthy work life balance, and we enjoy what we do!

To apply for this role please send your CV and covering letter to Katharine Elkan at katharine@ilf.com.au