

Regional Programs Coordinator - Indigenous Literacy Foundation

- Far North Queensland/ Torres Strait Island stand-alone-role
- First Nations Candidates are encouraged to apply
- Head office in Sydney

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.

The purpose of this role is to guide and support Communities and local stakeholders to ensure they are equipped, and trained to make full use of ILF resources and programs.

Key responsibilities include:

- Working closely with the Publishing team to evaluate and provide recommendations on key themes gathered through your partnership with Communities and organisations;
- Identification of potential new sites to run our Book Buzz Program;
- As this is FNQ focused, participation in field trips as required within the region and further south to Cairns;
- Assisting with translations and selecting and ordering books;
- Promotion of the Book Supply Program and support organisations and families to register and order books;
- Facilitation of workshops and CPP (Community Publishing Projects);
- Collection of permission forms and artworks;
- Act as a key contact for Communities and organisations within and across the local area.

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

- Experience in a similar role within the for-purpose sector and/or in education (preferred);
- Experience working with Indigenous People and Communities;
- Ability to build rapport and strong relationships with stakeholders;
- Workshop delivery and facilitation/strong presentation skills;
- Excellent written and spoken communications skills, with some Indigenous language/s (preferred);
- Strong organisational skills, with an eye for detail;
- Ability to work independently;
- Must be available to travel / some visits to Sydney;
- Good computer skills (experience with Apple Mac; ILF uses Salesforce; Excel; Word).

If you are interested in this unique and rewarding role, please send your CV and covering letter to Katharine Elkan at katharine@ilf.org.au