



Family Access Network (FAN) is an innovative, client focused organisation providing services based in Box Hill for young people aged 15-25 years. We support single young people, LGBTIQ young people, pregnant/parenting young families and accompanying children who are experiencing or at risk of homelessness.

We are currently seeking applications for an Administration Officer position. The role requires the successful applicant to support the administrative, corporate and management systems at FAN. The position also includes general office functions, requiring a systems focused person with the ability to prioritise and multi-task.

The position requires a motivated individual with energy, enthusiasm, vision and commitment to work in a dynamic and supportive team environment. An experienced person is preferred with minimum 5 years experience. This position is ongoing and is a 2 day a week position Tuesday and Wednesday.

The deadline for applications is **10th July at 5.00pm** please email to:
Michelle Thompson – Manager - Client Services mthompson@fan.org.au

Any questions relating to the position please contact Sue Carlile on 9890 2673 or by email scarlile@fan.org.au. **Only full applications that address all elements of the Key Selection Criteria will be considered.**

Please note interviews will be held on 13th July 2022

Family Access Network welcomes applications from people from diverse cultural & linguistic backgrounds including people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, Aboriginal and/or Torres Strait Islander.