

# Executive Coordinator

Position Description



Reports to	Chief Executive Officer (CEO)
Key relationships	CEO Company Secretary service Board Members Senior Leadership Team External Partners and Stakeholders
Key Information	0.8-1.0 FTE, with flexible working hours Location: For Purpose Hub, Level 4, 454 Queen St, MELBOURNE

## Our Vision

A just and equitable Greater Melbourne where communities thrive.

## Our Purpose

We work together with communities so they can address their needs and remove the barriers to a just and equitable society.

## Our Values

### **We act with humility**

We are open and transparent; we show up as our true selves, speak honestly with respect and care for people and planet, we are humble and act with integrity. We demonstrate allyship, foster solidarity and value differences. We value real conversations and foster inclusivity, generosity and accessibility, so everyone feels seen, heard, and respected.

### **We are ambitious**

We are ambitious for positive change; we innovate and strive for excellence and make things happen, because we understand the urgency of significant transformative change.

### **We are courageous**

We lean into the unknown, take risks and embrace challenges, even when we don't have all the answers. We see uncertainty as an opportunity to grow, learn, and adapt.

### **We are curious**

We acknowledge and value the expertise and wisdom of others and are open to feedback and learning. We approach every situation with an open mind and embrace a mindset of continuous improvement and learning.

## Position overview

The Executive Coordinator role is pivotal in enabling strong executive leadership, effective governance coordination and organisational alignment – ensuring the efficient, effective, and professional operation of the Office of the CEO. The role provides high-level executive coordination to the CEO; serves as the primary day-to-day liaison point for the Board and the Company Secretary service; and leads the coordination of organisational reporting.

The position also takes responsibility for coordinating priority organisation-wide projects as directed by the CEO, supporting strategic initiatives and continuous improvement across the Foundation.

This is a fast-moving, high-trust role requiring initiative, excellent judgement, strong communication skills and a calm, professional presence.

## Responsibilities

### Executive Coordination and CEO Report

- Provide proactive, high-level executive support to the CEO, including diary and meeting management, correspondence, travel arrangements and prioritisation of requests.
- Act as a professional first point of contact for the Office of the CEO, ensuring an approachable, responsive and highly effective executive function.
- Anticipate CEO priorities and information needs, proactively preparing briefs, schedules and background material.
- Proofread, format and finalise CEO correspondence, presentations and reports to a consistently high professional standard.
- Maintain confidentiality and exercise sound judgement when handling sensitive and complex matters.

### Board and governance support

- Act as the primary day to day liaison point between the CEO and the Board and the Company Secretary service.
- Coordinate Board and Board Committee workflows in collaboration with SLT sponsors and as coordination point of contact for the Company Secretary service, including timelines, agendas, papers and actions.
- Lead the collation, quality control and finalisation of Board and Committee papers prior to submission through the Company Secretary.
- Support general Board communications, logistics and engagement in a professional, timely and confidential manner.
- Assist with governance-related processes as required (e.g. nominations cycles, action tracking, reporting schedules).
- Act as systems administrator for Governance and Leadership system (eg Diligent Board or equivalent)

### Senior Leadership Team and organisational reporting

- In support of the CEO, lead coordination of Senior Leadership Team (SLT) meeting and planning cycles, including agendas, papers, minutes and action tracking.
- Act as lead coordinator for on-time organisational reports (e.g. SLT, strategy, planning, governance and CEO reports), working with contributors to ensure quality, consistency and deadlines.

- Support strong internal communication and information flow across the senior leadership team.
- Working with SLT, coordinate staff meetings.

### **Organisation-wide and CEO-led projects**

- Take carriage (as directed) of special projects on behalf of the CEO, including some cross-organisational initiatives, process improvements and priority pieces of work.
- Coordinate stakeholders, timelines and deliverables to support successful project outcomes.
- Contribute to continuous improvement of executive, governance and reporting processes.

### **Systems, information management and continuous improvement**

- Maintain and / or create effective digital filing, records management and retrieval systems to support organisational memory and continuity.
- Confidently adopt and leverage digital and AI-enabled tools to enhance quality, coordination efficiency and information management to support executive coordination.
- Proactively identify opportunities to streamline executive and relevant organisational processes while maintaining compliance with confidentiality, ethical and operational requirements.

## About you

- You are a seasoned, professional Executive Assistant / Executive Coordinator who enjoys working at the centre of an organisation.
- You bring maturity, discretion and confidence in dealing with senior leaders, and you take pride in producing high-quality work.
- You are trusted, calm under pressure, and able to see the bigger picture while managing detail with precision.
- You are self-directed and anticipate requirements.
- Your values align with the values of Greater Melbourne Foundation, and you can see yourself supporting the vision of the Foundation.

## Key knowledge, skills and experience

- Alignment with the values, purpose and vision of the Greater Melbourne Foundation.
- Demonstrated experience supporting a CEO or senior executive in a complex organisation.
- Proven capability as a professional liaison point for Boards, Committees and Company Secretaries.
- Strong experience coordinating projects and processes.
- Outstanding written communication, editing and proofreading skills.
- Excellent organisational skills, with the ability to manage competing priorities and deadlines.
- High ethical standards, discretion and commitment to confidentiality.
- Strong digital capability, including expert use of MS 365 and confidence using AI-enabled tools appropriately.