



Wide Bay Kids Community Inc
ABN: 31768083831
PO Box 5121
Bundaberg West Qld 4670
info@widebaykids.com.au
www.widebaykids.com.au

We're Hiring – Administrator at Wide Bay Kids

Job Description: Administrator

Location: Bundaberg, QLD (Hybrid - Home and Office-based depending on operational needs)

Employment Type: Part-time or Casual (20-24 hours per week)

Award: MA000002 Private Clerks

About Wide Bay Kids

Wide Bay Kids is a community-focused organisation dedicated to connecting families with services, events, and activities across the Wide Bay region. We support local businesses, community groups, and families by delivering information, programs, and initiatives that make life easier and more enriching for parents and children alike.

Position Summary

We are seeking an organised and proactive Administrator to support the day-to-day operations of Wide Bay Kids. This role is ideal for someone who enjoys variety, communicates clearly and professionally, and thrives in a dynamic environment. You'll be the first point of contact for many of our community members and partners, making your role central to our friendly and supportive culture.

Key Responsibilities

- **Inbox and Email Management:** Monitor and respond to emails in a timely, professional manner; forward or escalate messages as needed.
- **Customer Service:** Provide high-quality support to families, service providers, and event attendees via phone and email.
- **Meeting and Calendar Management:** Coordinate internal and external meetings, maintain team calendars, and ensure key deadlines and appointments are up to date.
- **Event Coordination Support:** Assist with the organisation of community events, including logistics, registrations, communication with vendors/participants, and on-the-day support if required.
- **Research:** Regularly research and compile information about events, activities, programs, and services happening across the Wide Bay region.
- **Administrative Support:** Provide general administrative support such as data entry, filing, scheduling, minute-taking, and preparing documents.
- **Other Duties:** Assist with communications, project support, and tasks that contribute to the effective running of Wide Bay Kids.

Essential Skills & Attributes

- Excellent written and verbal communication
- Strong organisational skills and attention to detail
- Confident with email platforms and calendar systems (e.g. Gmail, Google Calendar, Microsoft)
- Friendly, professional, and approachable customer service manner
- Ability to prioritise tasks and manage time effectively
- Tech-savvy and able to learn new systems quickly



Wide Bay Kids Community Inc

ABN: 31768083831

PO Box 5121

Bundaberg West Qld 4670

info@widebaykids.com.au

www.widebaykids.com.au

- Discretion and confidentiality when handling sensitive information
- Self-motivated and capable of working independently and as part of a small team

Desired Experience

- Prior experience in an administration or customer service role
- Experience with inbox and calendar management for teams or executives
- Exposure to community, family, education or not-for-profit sectors is advantageous
- Event coordination or project support experience is a bonus
- Familiarity with tools such as Google Workspace, Canva, ActiveCampaign, ChatGPT, Trello, or similar platforms