

Team Coordinator and Executive Assistant

Part-time — AELERT

About AELERT

AELERT is the professional network for environmental regulators across Australia and New Zealand, connecting practitioners, building regulatory capability, and giving the profession a shared identity across jurisdictions. We are a small, fast-moving team supporting a national conference, a growing capability suite, an events program, and an expanding international presence.

The role

This is a varied, hands-on part-time role supporting the CEO and the leadership team across administration, events, membership and operations. AELERT is a small organisation, so this role touches almost everything, from booking travel to supporting board administration to helping coordinate events.

Key responsibilities

Executive support

- Manage the CEO's calendar, travel bookings and correspondence.
- Draft, format and proofread documents, correspondence and presentations.
- Provide general administrative support across day-to-day CEO priorities.

Team coordination

- Support onboarding of new staff and contractors, including systems access and orientation.
- Coordinate internal communication and keep track of what's happening across a small, busy team.
- Help maintain organised, up-to-date records and documentation.

Events and conference support

- Assist with logistics for AELERT's annual conference, masterclass series and other events — venues, catering, registrations and on-the-day coordination.
- Liaise with venues, vendors and external partners.
- Support the production of event materials, programs and promotional content.

Membership and communications support

- Assist with membership administration, renewals and enquiries.
- Support the newsletter, social media and general member communications.
- Help maintain accurate membership records.

Governance and board support

- Support National Council meeting logistics — scheduling, papers, minutes and action tracking.
- Assist with general administrative aspects of governance and compliance as required.

What we're looking for

Essential

- Strong organisational skills and genuine comfort managing multiple priorities at once.
- Excellent written communication and able to adapt tone for different audiences.
- A proactive, self-starting approach - comfortable picking things up and running with them in a small team with limited formal process.

- Discretion and sound judgement.
- Reliable, responsive and easy to work with under time pressure, particularly around events.

Highly regarded

- Experience in an EA, coordinator, or similar support role within a small team or not-for-profit.
- Experience supporting events or conference logistics.
- Familiarity with membership management or CRM-style systems.
- Interest in or experience with the public sector, regulation, or the environmental sector.
- Comfortable working across time zones and with remote/interstate or international colleagues.

Working arrangements

- Part-time, flexible hours, with flexibility around scheduling given the varied nature of the work.
- Remote-friendly, with occasional attendance required at events.
- Reports directly to the CEO.
- This is a role in a genuinely small, growing organisation — there is real scope to shape how the role develops over time.

Why this role

This is an opportunity to work closely with the CEO of an international professional network at an exciting point in its growth, genuinely varied work, real responsibility, and direct visibility into how a small, ambitious organisation actually operates. You'll get exposure to events, governance, membership, communications and strategy – and a chance to build your network.