



Administration Officer

Eastern Districts Junior Basketball Association

The Eastern Districts Junior Basketball Association is a not-for-profit community-based basketball association situated in the north-eastern suburbs of Melbourne. The association has a proud history of delivering an exceptional basketball competition for junior players (from the ages of six to twenty-one).

Currently, we have 21 member clubs with 1,640 teams and approximately 12,700 players, making it the largest junior domestic basketball association in Australia.

We are seeking a self-motivated person to join a small team in the role of Administration Officer. The Administration Officer will provide operational and administrative support to the competition. This will require strong collaboration with other staff, club contacts and volunteers.

Applicants should have the following attributes:

1. Ability to establish and maintain effective liaison with key personnel in the member clubs
2. Excellent computer skills especially in Excel
3. Attention to detail
4. Excellent communication skills, both verbal and written
5. Must be well organised, able to prioritise multiple tasks, self-motivated, able to meet deadlines and have a strong customer-based ethic
6. Must be able to work flexible times as some weekend and night time work will be required
7. Basketball administration experience desirable

This is a part time position averaging 20 hours per week and includes a requirement for flexibility in working hours, including weekends. A portion of the work is required to be office based, in Templestowe, with the ability to work remotely at times.

Salary will be based on skills and experience.

Applicants will be required to have or obtain a Working with Children's check and Police Check.

Applications close Saturday 10th February 2024.

The Position Description is attached. Applications or inquiries should be directed to:

Megan Rouse
EDJBA Operations Manager
Email: manager@edjba.com.au