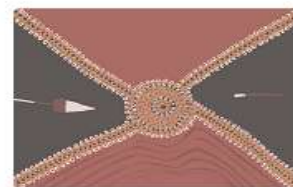


# Mirima Council Aboriginal Corporation

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MIRIMA DAWANG  
WOORLAB-GERRING  
LANGUAGE AND  
CULTURE CENTRE

## VACANCY

### Office Manager (full-time)

at Mirima Dawang Woortlab-gerring Language and Culture Centre (MDWg)

Kununurra, WA 6743

#### Summary:

The Office Manager's role is to support the CEO through a variety of tasks including administration, financial procedures, marketing and communication, and governance.

#### Position details:

Mirima Dawang Woortlab-gerring Language and Culture Centre (MDWg)'s mission is to revitalise the traditional Miriwoong language and culture by employing a range of strategies and initiatives. The Miriwoong language is critically endangered and substantial efforts are required to ensure its ongoing use by future generations. MDWg addresses this task through a variety of programs including language classes, radio programs, documentation, public outreach, resource development, and other activities.

The diverse team at MDWg consists of about 20 members and includes Miriwoong language engagement officers, linguists, education facilitators, Miriwoong Elders, and volunteers. Our base is the Mirima Language Centre, a busy Indigenous hub which has been operating and expanding for over 30 years.

We are currently in search of a suitably qualified individual to fill the role of Office Manager at MDWg. The Office Manager supports the CEO in ensuring smooth operations in a variety of work areas. These include general administration, financial procedures, marketing and communications, as well as governance support. The role requires a diverse range of qualities, with a focus on excellent interpersonal and communication skills.

## **Prerequisites**

Please apply only if you fulfil the prerequisites for this position. These are:

- National Police clearance
- WA Working with Children check, or ability to obtain this on a short notice
- Valid WA Driver's Licence or equivalent
- Australian residency with unrestricted work rights in Australia
- Satisfactory vaccination status for COVID-19 (All MDWg staff are fully vaccinated).

The selection criteria are available in a separate document.

## **Salary:**

Benefits for this full-time position include cash benefits of \$77,699 p.a. (SACS Award Level 4), plus attractive salary sacrifice options.

## **Start date:**

Ideally, the successful candidate will start in February 2022 to ensure a comprehensive handover from the current Office Manager.

## **Application procedure:**

If you are interested in this position, please request an application kit with further details including the selection criteria by contacting Mr Knut J. Olawsky on [ceo@mirima.org.au](mailto:ceo@mirima.org.au) before submitting any documents.

Applicants will be expected to submit a comprehensive CV and a letter addressing the selection criteria in detail by or before 20 January 2022. A selection panel will review submissions by the end of January and arrange interviews with shortlisted candidates shortly thereafter.

Please note that correspondence with MDWg may be subject to delays during our holiday break. The Centre will be closed between 17 December 2021 and 24 January 2022.