



An Australian Government Initiative



NORTHERN RIVERS

Job Vacancy

Administration, Communications and Project Support Officer

Regional Development Australia Northern Rivers (RDA NR)

Are you highly organised, communications-savvy and motivated to contribute to positive regional outcomes? Regional Development Australia Northern Rivers (RDA NR) is seeking an Administration, Communications and Project Support Officer to support the effective delivery of our programs and day to day operations across the Northern Rivers region.

This is a diverse and hands on role suited to someone who enjoys variety, thrives in a small team environment, and takes pride in producing clear, professional communications while keeping projects and administration running smoothly.

About the Role

As the Administration, Communications and Project Support Officer, you will play a central role in supporting RDA Northern Rivers' operations, communications and project delivery. You will provide administrative support to the team, coordinate digital and stakeholder communications, and assist with project delivery, particularly The Welcome Experience, working closely with Local Connectors and external partners.

Key Attributes

We are looking for someone who is:

- Highly organised and detail oriented
- A clear and confident communicator
- Proactive, adaptable and solutions focused
- Comfortable managing multiple priorities
- A collaborative team player with a positive approach

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Role Requirements

- Demonstrated experience in administration and office support
- Experience producing communications such as newsletters, website content and social media posts (LinkedIn, Facebook, Instagram)
- Strong written and verbal communication skills
- Ability to maintain accurate records, databases and project documentation
- Experience supporting projects, including coordination of meetings, events and stakeholder engagement
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to collect and manage data for reporting purposes
- Capacity to work independently while contributing effectively to a small team

Desirable (but not essential):

- Experience with email marketing platforms (e.g. Mailchimp)
- Familiarity with website CMS platforms (e.g. WordPress)
- Basic graphic design capability (e.g. Canva)

Why Join RDA Northern Rivers?

- Be part of an organisation making a tangible difference to regional economic development
- Work in a collaborative and supportive team environment
- Enjoy flexible working arrangements
- Build skills across administration, communications and project delivery
- Contribute to initiatives that strengthen communities and support essential workers across the Northern Rivers

Position Details

- **Employment Type:** Full-time, 12 month contract
- **Location:** Flexible (Northern Rivers region preferred)
- **Salary:** Commensurate with experience

How to Apply

Please submit your **resume and a cover letter** outlining how your skills and experience align with the role to: admin@rdanorthernrivers.org.au

Applications close: COB, Friday 28 February 2026