

MSCA Executive Officer

MSCA seeks a passionate and skilled Executive Officer to work collaboratively with MSCA staff. Applicants should possess strong organisational and communication skills and have a keen eye for detail. This position offers flexible working hours and conditions, working from home. This dynamic appointment has growth potential and may suit someone who is re-entering the workforce, has high-level skills and the ability to be self-directed and independent, and willing to upskill if needed.

POSITION:	<i>Executive Officer</i>
APPOINTMENT:	<i>Permanent, part-time, 20hrs per week, flexible hours working from home during normal business hours, occasional weekend and travel required for selected online and in-person events.</i>
SALARY:	<i>Clerks Private Sector Award, Level 5</i>

JOB SPECIFICATION

Role Description:

The Executive Officer will be responsible for all MSCA operations and will report directly to the MSCA Board. The Executive Officer will be a highly motivated individual, committed to the ethos of Montessori education and outreach. The Executive Officer will take responsibility for the organisation's key activities, including management of communications, events, membership database, and oversight of specific projects. The Executive Officer will have ongoing contact with the MSCA Board Chair, attend Board committee meetings as requested, and prepare papers for, attend and take minutes at MSCA Board meetings.

Reporting/Working Relationships:

Work with: the MSCA Bookkeeper, and any other MSCA casual staff

Report to: the MSCA Board

Liaise with: MSCA Committee Chairs, other Montessori organisations and training centres, other international affiliates of AMI, MSCA members, sponsors, conference exhibitors

RESPONSIBILITIES

Communications & Events

- Plan and implement the communications calendar via avenues including social media, email, and website;
- Maintain MSCA website and update MSCA database;
- Create engaging and relevant content that aligns with MSCA's strategic goals to promote awareness and engagement with Montessori stakeholders, interested parties and MSCA members;
- Organise and maintain MSCA's digital documents;
- Manage social media engagement via comments and messages and increase social media reach;
- Collaboratively plan and organise MSCA events;
- Liaise with presenters, speakers, venues, sponsors and exhibitors for MSCA events;
- Attend online and some in-person events supporting online presenters; and,
- Create MSCA publications, reports, and member resources.

Memberships

- Manage administrative work involved with MSCA membership;
- Serve as a liaison between members and other MSCA staff;
- Contact current and prospective members by phone and email;
- Keep current members updated about MSCA membership benefits and events;
- Promote the benefits and encourage membership of MSCA to prospective members;

- Maintain digital documents related to membership; and,
- Update membership information in the MSCA database.

Administration

- Issue invoices for orders and event registrations;
- Process orders for MSCA products;
- Undertake administrative duties for Board activities, including annual general meetings; and,
- Prepare board papers and other administrative tasks as directed by the Board or as required.

Professional Responsibilities:

- Support and implement MSCA's purpose, mission, vision and values.
- Implement MSCA's policies and procedures.
- Support and implement MSCA's Strategic Goals.
- Promote the benefits and encourage membership of MSCA.
- Establish and maintain respectful, collaborative relationships with other staff, the MSCA board, stakeholders including MSCA members, and the public.
- Maintain confidence and act loyally and with integrity.
- Understand and comply with relevant legislative, administrative, organisational, and professional requirements.

PERSON SPECIFICATION

Personal Skills and Abilities:

- Ability to work independently and collaboratively.
- Strong digital literacy skills and an ability to work across multiple digital platforms.
- Strong organisational skills, including the ability to manage multiple tasks and prioritise workload.
- Excellent interpersonal skills with a proven ability to communicate effectively in oral and written forms.
- A keen eye for detail and the ability to identify, analyse and solve problems.
- A personal philosophy that is in harmony with the Montessori philosophy and principles.
- A person of integrity who is respectful of all people.

Knowledge:

- Knowledge of programs such as Zoom, GSuite, and HubSpot is desirable.
- Experience with social media publishing platforms, database management, project management, and other operational software is desirable.
- Knowledge and skills in website maintenance are desirable.
- An understanding of the Montessori philosophy and principles, or a willingness to learn.

APPLICATION INFORMATION

Please submit your CV and a brief statement about why you would like to work with MSCA and how you meet the Person Specifications outlined above. Please include two referees who can provide information relevant to the position advertised.

Applications should be submitted to janis.coffey@msca.edu.au and will be assessed as they are submitted. The final submission date is 7th September 2025.

Appointment of a successful applicant will be subject to a satisfactory screening and criminal history check.