



PROJECT COORDINATOR

Minderoo Foundation is a modern philanthropic organisation. We take on tough, persistent issues with the potential to drive massive change. We incubate ideas and accelerate impact. We push the limits of what is believed possible. Minderoo Foundation is independent, forward thinking and seeks effective, scalable solutions. We are proudly Australian, and one of Asia's largest philanthropies, with AUD \$2 billion committed to a range of global initiatives. Our team comprises over 100 employees across seven locations.

Frontier Technology

The Frontier Technology initiative seeks to advance education on the societal impact of new technologies and technological change, through providing grants and donations to leading universities. It also seeks to drive policy reform to ensure accountability in the tech ecosystem and protections from harm for the benefit of the public.

About the role

As a Project Coordinator, your role is to provide execution discipline to the team on a day-to-day operational basis. You will arrange workshops, create knowledge management systems, support the team on need basis along with providing admin support.

Your duties will include:

- Manage calendar of CEO, complex scheduling for the team, team travel
- Help coordinate relationships with internal and external stakeholders.
- Assist to prepare and manage team meetings, including developing and distributing agenda and meeting materials, preparing presentation materials, tracking attendance, securing meeting locations and taking meeting minutes
- Reconciling and coding credit cards and expenses
- Support the initiative team to coordinate workshops, functions and events
- Prepare briefing memos and background research for internal meetings and external engagements
- Proactively track current contract requirements and ensure critical actions are completed on time
- Proactively support the team to prepare for internal reporting and documentation including Board papers, quarterly objectives, and budget reporting
- Provide guidance on team productivity and coordination tools (project management software, online document, and knowledge management)

About you

You will have minimum 5 years of professional experience working in fast-paced office environments

Certificate in Business will be well regarded. You will have advanced and up to date MS Office suite skills

Of vital Importance is that you have a strong ability to prioritize tasks and meet deadlines in a fast-paced environment. You have impeccable organizational skills and zealous attention to



detail with an ability to exercise considerate discretion, judgement, and confidentiality with sensitive information.

Next Steps

Please attach your resume and a short paragraph highlighting your relevant expertise.

Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with Disability to apply.