

## Position Description: Assistant Director

Openaid is an Australian NGO founded by our Executive Director Justin Whitecross in 2002, cultivating grassroots initiatives empowering local women and communities to foster education, economic growth and community networking to combat sex trafficking and abuse in Thailand, Burma and borders with Laos.

Justin holds a vision for a community of people creating responses to reduce the vulnerabilities of women and girls from poor families, and to lessen the long term damage to trafficked and abused girls.

For Openaid the ultimate goal in all cases is to address the root causes of exploitation. Poverty and complex social issues are difficult to tackle, but our unique approach with local Thai, Burmese and Laotian women tackles the issues that matter most. Young Australians are involved in every area of the organisation and continue to inspire and produce significant local and international results.

The successful applicant needs to have a hunger to make a difference in peoples lives through the ministry of Openaid's projects, bringing a genuine desire for accountability and being highly self motivated, dedicated to fulfilling the role.

Whilst experience and personal skills are important, this will be complemented by a positive attitude towards interpersonal relationships and a keen dedication to the opportunity and role.

POSITION NAME - ASSISTANT DIRECTOR  
REPORTS TO - EXECUTIVE DIRECTOR  
DATE PREPARED - MAY 2010  
LOCATION - MELBOURNE

**Job Summary:** Develop and guide the team with established program activities.

**Key Responsibilities:**

- + Oversee all of Openaid's programming in Melbourne: University Programs, Team Development, Awareness and Fundraising.
- + Oversee the recruitment, interviewing, and selection of all volunteers and provide leadership and guidance.
- + Work with Executive Director to design and implement key program strategy.
- + Ensure the development of clear and measurable outcomes in each program, and a system for ongoing program evaluation.
- + Liaise with a wide range of stakeholders, including government, churches, and community leaders.
- + Support the Executive Director in cultivating Openaid's brand, connecting young Australians with the mission, values, and culture of the organisation.

**Reporting Relationships:**

This position reports directly to the Executive Director.

**Desired Candidate Profile:**

- + Willingness to learn and develop skills
- + Assumes responsibility and accountability for performance
- + Pleasing personality and effective communication skills
- + Servant heart with strong concern for Openaid's cause

**Qualifications**

- + Successful experience managing programs.
- + Familiarity with international work tackling sex tourism, trafficking, poverty reduction in Southeast Asia.
- + Demonstrated ability to work across programs in the organisation to develop strong teamwork.
- + Experience in creating and nurturing a collaborative organisational environment.
- + Ability to connect with the mission, values, and culture of Openaid.
- + Dependable, eager to learn and grow

**Organisational Description and Mission**

Website: [www.openaid.org.au](http://www.openaid.org.au)

**Salary**

The successful applicant will work 3 days per week, with some flexibility. AU\$18-20 p/hour

Please email a cover letter and curriculum vitae, highlighting relevant education and experience, and any areas of particular expertise that may be of interest to [office@openaid.org.au](mailto:office@openaid.org.au)