

Organisation: C8 Journey
Work type: Volunteer
Sector: Not for Profit (NFP)

C8 Journey

C8 Journey is a unique grass roots not for profit organization dedicated to providing a platform for social change through inner growth. We believe that everyone has the power to change the world and that each is unique and exceptional.

C8's operational team is run by dynamic volunteers from varied vocational and professional backgrounds. The Legal department is currently seeking a Legal Administrative officer to support the team

Legal Administrative

The role will provide support to the Legal team in preparation of basic legal contracts and documents, collating and updating Volunteer contracts, ensuring that the organisation is adhering to up to date NFP regulations and supporting running programs with any legal requirements by councils and institutions such as licenses and permits.

This is a great opportunity to expand and further develop paralegal skills and gain experience in the community sector through a young and growing organisation.

The successful candidate will have a range of skills and experience

1. Previous experience as a paralegal/legal volunteer or training in legal administrative tasks
2. Demonstrated understanding of Non for profit sector and community organisations
3. Strong organisational skills
4. Good interpersonal skills, including ability to relation to people well from a wide variety of backgrounds on the telephone and in office;
5. Good written and verbal communication skills;
6. Demonstrated ability and experience in working both autonomously and collaboratively
7. Capacity to respond to urgent requests for assistance;
8. Ability to work diligently at all times with attention to detail; and
9. An interest in and commitment to C8's mission statement and values

If you like to explore and discover, think outside the box and be innovative and If you want to further develop your skills while contributing to the growth of a new not for profit organisation please contact

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