



For PWUD Health and Human Rights!

AIVL is the national peer-led peak organisation, community-controlled by and for people who use drugs (PWUD), representing its network of state and territory peer-based harm reduction and Drug User Organisations (DUOs).

Job Offer –

AIVL Administrative Assistant

Line Manager:	AIVL CEO
Probation:	3 months
Contract start date:	As soon as possible
Contract end date:	30 June 2029
Role level:	Officer
Pay level:	SCHADS 5.1
Conditions:	25 to 30 hours per week (negotiable), Contract, Remote WFH

Position Description:

Under the supervision of the AIVL CEO, the AIVL Administrative Assistant will provide administrative and operational support, help ensure smooth day-to-day functioning and support the AIVL strategic goals.

The Administrative Assistant will support a range of organisational activities including administration, scheduling and meetings, correspondence, document and records management, supporting future accreditation processes and other day-to-day operational needs.

This role requires someone who is highly organised, adaptable, collaborative and practical, with strong attention to detail and the ability to manage multiple priorities. The Administrative Assistant will play an important role in keeping organisational processes moving, supporting key strategic priorities, and contributing to a positive and effective working environment.

This is a meaningful opportunity to join Australia's national peer-led organisation representing people who use drugs and to work as part of a small team of people with lived-living experience.

Selection Criteria

1. Clear understanding and demonstrated alignment with the AIVL mission and values.
2. Lived-living experience of illicit drug use or strong understanding and the ability to work respectfully with a diversity of peers who use drugs illicitly.
3. Demonstrated experience in administration, office support or a similar role, or equivalent skills and experience.
4. Strong administrative capability, attention to detail and practical problem-solving skills.
5. Excellent organisation and time management skills, with the ability to manage competing priorities, follow up tasks and meet deadlines.
6. Strong written and verbal communication skills, with the ability to communicate effectively and respectfully with staff, AIVL members, community and external stakeholders.
7. Demonstrated ability to coordinate meetings, maintain records and documentation, manage correspondence and support day-to-day organisational processes.
8. Good digital literacy and confidence using common workplace systems and software, including Microsoft Office, Teams, Outlook and SharePoint and collaboration platforms.
9. Ability to handle organisational and community information with appropriate confidentiality, discretion and sensitivity.
10. Team player with a flexible, inclusive, adaptive and can-do attitude, who is comfortable working within a small peer-led organisation where priorities can change quickly.

Please send your resume and cover letter addressing the selection criteria and why, in your opinion, you would be the best candidate for the role to finance@aivl.org.au by Sunday, 4 October 2026 at midnight. AIVL is a safe space, and we wholeheartedly encourage people who use/d drugs illicitly and with lived-living experience of incarceration and hepatitis C to apply. Aboriginal, Torres Strait Islander, migrants, sex workers, LGBTQ+, PLHIV, people with disability and neurodivergent people are also strongly encouraged to apply. Please let us know if you need any adjustments to support your application.