

Expression of Interest (EOI): Teacher of STEM Initiative Team Coordinator and Lead Administrator

**Thank you for your interest. To submit your EOI send:
Proforma, CV, and address the selection criteria by 30/09/2024 by 5pm to
dyonne.anderson1@strongersmarter.com.au.**

1. Proforma details to complete:

Full Name:

Contact Information:

Email:

Phone Number:

Current Role/Position:

Years of Experience in Project Coordination/Admin:

Preferred Location (Caboolture-based, Remote, Hybrid):

*First Nations people are
encouraged to apply!*

2. Attach CV/Resume

Please include your updated CV, outlining your relevant experience, qualifications, and any key projects you've worked on.

3. Address the Following Selection Criteria:

- **Project Management Skills:** Provide an example of a project you managed, detailing your role in coordinating tasks, timelines, and deliverables.
- **Leadership in Administration:** Describe your experience leading or supporting an administrative team, focusing on communication and resource management.
- **Organisational and Communication Abilities:** Explain how you have demonstrated strong organisational skills and effective communication in a previous role.