

Program Coordinator

Exciting opportunity to join a leading not for profit
Rewarding full time fixed term role to 31.8.2026
Hybrid work model - Adelaide office-based + work from home
Full salary packaging tax-free benefits available

ABOUT US

Volunteering SA&NT is a not-for-profit organisation, the peak body for volunteering and a volunteer support service, leading the sector in South Australia and the Northern Territory. Since 1982 we have worked with individuals, organisations, businesses and communities to support, grow and celebrate volunteering.

We offer great benefits, including:

- a supportive inclusive professional workplace
- hybrid work model with flexible in-office + work from home days
- access to full salary packaging tax-free benefits.

ABOUT THE OPPORTUNITY

VSA&NT is seeking an experienced full-time **Program Coordinator** to deliver our Volunteer Management Activity program objectives across South Australia.

The Volunteer Management Activity aims to create a thriving, inclusive and diverse volunteering culture, which meets the changing demands for capable and committed volunteers in communities across Australia.

In this role, you will coordinate delivery, evaluation and reporting on program objectives in line with funding agreements and be our representative on national groups.

To succeed in this role you will need:

- Relevant qualifications (diploma or above) or substantial industry experience
- Proven track record coordinating, reporting and delivering on programs
- Demonstrated experience in inclusion, diversity and access practices
- Experience facilitating training sessions and advisory groups
- Proficient data collection and reporting; research skills
- A current National Police Check (or be willing to obtain one)
- The right to work in Australia.

To apply, please refer to the [Position Description](#) and send your CV and a Covering Letter addressing your experience against the above criteria to applications@vsant.org.au Monday 23 September, 5:00pm; please direct any enquiries to this email. Only shortlisted candidates will be contacted.

VSA&NT is an equal opportunity employer who is committed to creating a workplace where everyone is included, treated fairly and with respect. We encourage applications from all people. We aim to make our recruitment processes accessible, and welcome enquiries and feedback regarding the accessibility of our processes.