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Title of Position:	Executive Assistant, Governance & Audit Coordinator
Type of Appointment:	Part time (contract)
Location:	Brisbane
Reporting to:	Certification Manager
Date:	November 2026

Ecotourism Australia

Ecotourism Australia is a non-government, not-for-profit organisation, established in 1991, that promotes and supports the ecotourism industry in Australia through building capacity and actively promoting sustainable tourism operations and systems. Our key program, ECO Certification, was the world's first national ecotourism certification program; and in 2022 we released a Sustainable Tourism certification program to support non-nature based businesses. Ecotourism Australia is acknowledged globally for our industry standards and is a founding member of the international Tourism Sustainability Certifications Alliance. We are recognised as a credible, national peak body for sustainable and nature-based tourism.

Role Specification

The Executive Assistant, Governance & Audit Coordinator provides high-quality executive and administrative support to the Chief Executive Officer, coordinates Board governance processes and supports the efficient planning and scheduling of certification audits.

The role is responsible for managing key administrative processes, coordinating multiple priorities and ensuring the timely delivery of executive, governance and audit support activities.

Working closely with the CEO, the Board, and certification team, the position requires strong organisational skills, attention to detail, sound judgement and the ability to work independently.

Position Description / Duty Statement

1. Executive support to the CEO

- Manage the CEO's calendar, appointments, meetings and travel arrangements, including coordinating complex schedules and competing priorities.
- Coordinate meeting preparation, agendas, briefing materials and relevant documentation.
- Monitor and coordinate key actions, commitments and follow-up activities arising from CEO meetings.
- Coordinate engagement with external stakeholders, including meeting arrangements and associated logistics.
- Assist with correspondence, presentations, reports and other executive documentation as required.
- Maintain confidential records and documentation, exercising discretion in handling sensitive information.
- Support the CEO with administrative coordination of strategic priorities and special projects as required.

2. Board secretariat and governance coordination

- Coordinate the annual Board and Committee meeting calendar, including meeting dates, logistics and documentation deadlines.
- Prepare and distribute Board and Committee agendas, papers and supporting documentation in consultation with the CEO and relevant staff.
- Maintain Board and Committee records, including minutes, resolutions, action registers and governance documentation.
- Coordinate the timely completion and follow-up of Board and Committee actions.
- Support the administration of Board elections, director appointments, inductions and annual governance processes.
- Coordinate Annual General Meeting administration, including notices, documentation, meeting arrangements and associated records.
- Maintain relevant governance registers, declarations and corporate records.
- Support the CEO and Board Chair in ensuring governance processes are well organised, documented and delivered within required timeframes.
- Coordinate the logistics and organisation of the annual face-to-face Board meeting, including venue, catering, travel and accommodation, and associated arrangements.

3. Certification audit planning and coordination

- Work closely with the Certification Manager and certification team to coordinate the forward schedule of certification audits.
- Liaise with external auditors to confirm availability, audit dates, travel requirements and scheduling arrangements.
- Support auditor travel and accommodation bookings, ensuring efficient and cost-effective arrangements.
- Maintain accurate audit schedules, booking records and associated administrative documentation.
- Support forward planning to maximise scheduling efficiencies, including coordinating audits by geographic location where practical.
- Communicate audit scheduling arrangements and changes to relevant internal and external stakeholders.
- Track upcoming audit requirements and scheduling milestones, escalating potential delays or conflicts to the Certification Manager.
- Assist with the administrative coordination of auditor contracts, expenses and invoices as required.
- Identify opportunities to streamline audit scheduling and logistics processes.

The role supports the administrative and logistical coordination of audits. Technical audit decisions, certification assessments, auditor performance oversight and certification outcomes remain the responsibility of the Certification Manager.

4. Process improvement and administrative coordination

- Maintain efficient administrative systems and processes across the role's three core areas of responsibility.
- Identify opportunities to improve scheduling, documentation, recordkeeping and workflow efficiency.
- Maintain accurate and accessible records in relevant organisational systems.
- Work collaboratively with colleagues to ensure effective information sharing and coordination across the organisation.
- Undertake other administrative activities directly related to the CEO, Board governance or audit coordination function

This is a dedicated executive, governance and audit coordination position, rather than a general administrative support role.

The position is not responsible for general administration across all Ecotourism Australia teams, routine member enquiries, certification application processing, general office management or administrative tasks outside its defined functions, except where specifically agreed with the CEO.

The Executive Assistant and Governance & Audit Coordinator may be required to perform other ad hoc tasks, as required by the Chief Executive Officer.

Selection Criteria

Essential

- Demonstrated experience in executive assistance, administration or a comparable coordination role.
- Excellent organisational skills, with the ability to manage multiple priorities, deadlines and stakeholders.
- Strong written and verbal communication skills, including experience preparing professional correspondence, meeting documentation, minutes and reports.
- High level of attention to detail and accuracy in scheduling, recordkeeping and document management.
- Demonstrated ability to work independently, exercise initiative and anticipate administrative requirements.
- Sound judgement, professionalism and discretion when managing confidential information.
- Strong digital skills, including Microsoft 365, Outlook, Teams, Word and Excel, and the ability to learn new systems.
- A collaborative, practical and solutions-focused approach.
- Must possess the right to work in Australia.

Preferred

- Experience supporting a CEO, executive leadership team or Board of Directors.
- Experience in Board secretariat, governance administration or meeting coordination.
- Experience coordinating complex schedules, travel and logistics across multiple locations.
- Experience working in a membership organisation, not-for-profit, tourism or certification environment.
- Familiarity with governance documentation, Board portals or workflow management systems.

Personal attributes

- Highly organised, reliable and proactive.
- Comfortable working across different functions and balancing competing demands.
- Strong interpersonal skills and confidence engaging with senior stakeholders.
- Adaptable and able to respond to changing priorities.
- Committed to confidentiality, accuracy and accountability.
- Able to build effective working relationships in a small, collaborative team.

Applications close at midnight on Friday, 11 December 2026. Applications will be reviewed as they are received, and interviews may begin before the closing date.

To apply, please send your CV and a cover letter addressing the selection criteria (maximum two pages) to Elissa Keenan at ceo@ecotourism.org.au

At Ecotourism Australia, we value diversity and are committed to creating an inclusive and welcoming workplace. We value the unique backgrounds, perspectives, and experiences that each individual brings. We welcome applications from people of all cultures, genders, sexual orientations, ages, and abilities, including Aboriginal and Torres Strait Islander peoples, people with disability, and members of the LGBTQIA+ community. We strive to create a safe, inclusive, and supportive environment where everyone can thrive.