

Trainee Executive Assistant

Location: Derby, WA

Dambimangari Aboriginal Corporation (DAC) is currently seeking a motivated and organised individual to join our team as a Trainee Executive Assistant. This is a unique development opportunity for someone looking to begin their career in executive administration and corporate support. You'll gain hands-on experience, receive mentoring from experienced team members, and support the Chair, CEO, and Board in a dynamic environment.

- *Competitive Salary*
- *Training and development in a supportive team environment*
- *5 weeks annual leave with office closure over Christmas*
- *A chance to grow your career while contributing to an Aboriginal community-driven organisation*

This is a full-time, fixed-term role based in Derby, Western Australia, with the possibility of extension.

Aboriginal people are strongly encouraged to apply.

About the Dambeemangaddee people:

We are the Traditional Owners of the land and waters along the north-west Kimberley coastline, extending from the Robinson River, just north of Derby to the Prince Regent River in the far north of the Kimberley region in WA. It has been our home for many thousands of years. We carry the cultural responsibilities of our ancestors to look after Country. Our Country is of great conservation significance, home to many threatened and endemic species, mighty rivers, coral reefs, powerful whirlpools, rugged cliffs, sandy beaches, and more than 700 islands. Dambeemangaddee are part of the Wandjina Woongudd community. We all share a unique body of beliefs and cultural practices we maintain strong connections to our land through our Law, Culture, songs and stories. We visit our Country when we can and have set up homeland communities on our remote coastline. We want to return to Country, live on our homelands, regain control, and teach future generations.

About the Corporation:

Dambimangari Aboriginal Corporation (DAC) is a small, community-driven organisation based in one of the most remote and spectacular regions of the Kimberley. We represent and work for the Dambimangari Traditional Owners, guided by Law and Culture. With a team of over 30, most of whom are Traditional Owners, DAC delivers a wide range of programs and services that support our people, protect Country, and strengthen culture. Our key functions include:

- Managing Native Titles and stakeholder engagement (mining, tourism, development)
- Members Services in health, education and wellbeing
- Land and sea management, including ranger programs and marine parks
- Cultural heritage and Visitor management.
- Economic development and Remote infrastructure
- Corporate Services (finance, admin, payroll)

The Role

As DAC's Trainee Executive Assistant, you'll be learning on the job and developing the skills needed to grow into an Executive Assistant role. Key focus areas, covering both core responsibilities and training topics, include:

- Assisting with scheduling, travel arrangements, and document preparation for the Chair, CEO, and Directors
- Supporting the preparation of agendas, minutes, and board packs

- Contributing to general office administration, including printing, scanning, filing, and document formatting
- Supporting event planning and coordination alongside the Executive Assistant
- Learning and growing in a supportive environment with guidance from experienced team members

About you:

You're a proactive, motivated learner with a strong sense of cultural respect and confidentiality. You bring:

- Basic experience in administration, customer service, or office support (paid or voluntary)
- Eagerness to develop skills in executive administration and corporate support
- Strong communication and organisational skills
- Willingness to take guidance, learn new systems, and adapt to change
- A collaborative approach and ability to work effectively in a team
- Reliability, professionalism, and cultural awareness
- Operational literacy in Microsoft Office (or willingness to learn)
- Confidence in managing competing priorities and sensitive information

Qualification & Requirements:

- Year 12 completion (minimum requirement)
- Ability to obtain and maintain a Working with Children Check
- Ability to obtain and maintain a National Police Clearance
- Ability to obtain a First Aid Certificate
- A 'C' class driver's licence or willingness to obtain

While not essential, the following experience and qualities will be highly regarded:

- Experience in an administrative, customer service, or office support role (paid or voluntary).
- Exposure to working in a professional or team-based environment, with an understanding of workplace expectations.
- Experience engaging with diverse people or communities, including Aboriginal and Torres Strait Islander peoples, is an advantage.

Ready to Apply?

If you're passionate about making a difference and supporting Aboriginal leadership, we'd love to hear from you! Learn more about DAC and the Dambeemangaddee people: www.dambimangari.com.au

For more information about the position, please email dambi@wcasolutions.com or call (08) 9383 3293

Applications will close at 5:00pm on 20 October 2025. Shortlisting will begin as applications are received.