



Administrator | Dogs ACT

About Us

Dogs ACT is the peak body for purebred dog owners, breeders, exhibitors and dog sport enthusiasts in the ACT.

We're a not-for-profit, member-based organisation powered by a passionate community that supports responsible dog ownership, canine welfare and dog sports across the region.

We play an important role in the canine community - and we need someone who can help keep everything moving.

What You'll Be Doing

You'll be the go-to person for administration, coordination and member support across the organisation. Responsibilities include:

- Responding to member and public enquiries
- Assisting with registrations, events and general administration
- Providing professional and helpful customer service
- Managing records, databases and office systems
- Preparing correspondence, reports and operational documents
- Supporting website and digital administration updates
- Assisting with grants, planning and business administration activities
- Coordinating agendas and papers for governance meetings
- Attending monthly Council meetings and preparing accurate minutes
- Tracking actions and supporting the Dogs ACT Council
- Liaising with Dogs Australia, canine councils, government stakeholders and service providers
- Building strong relationships with volunteers, members and external partners
- Weekend availability for events when required and other ad hoc administrative support

About You

You're organised, proactive and comfortable juggling competing priorities. You communicate confidently, work well with people from diverse backgrounds and take initiative without needing close supervision. An interest in dogs or dog sports is a bonus.

Selection Criteria

Mandatory

- Experience in administration, office coordination or customer service
- Strong communication and organisational skills
- Proficiency with Microsoft Office suite
- Ability to work independently and manage competing priorities
- Current National Police Check
- Xero or similar system experience

Desirable

- Experience in not-for-profit or membership organisations
- Committee or governance support experience
- Website or content management experience
- Knowledge of canine organisations or dog sports

Hours & Conditions Part-time, Ongoing, 19 hours per week

- Tuesday 9:00 am - 4:00 pm
- Wednesday 9:00am - 4:00pm
- Thursday 9:00am - 3:00 pm
- Some after-hours or weekend work may be required

Remuneration:

- \$55,000 - \$60,000 per annum plus superannuation