



## **Part-Time Program Assistant**

 Location: Office-based – Southport Gold Coast

 Hours: Approx. 2–3 days per week (flexible)

Support our team by coordinating employer outreach, booking appointments, and assisting with participant support. This part-time, office-based role is perfect for someone organised, people-focused, and keen to help young people find meaningful work – no prior experience in disability employment required.

### **About Us**

At Prestige Employment Solutions (PES), we partner with businesses and community stakeholders to empower disadvantaged and young people, including those living with disabilities, into meaningful employment. We're a purpose-led organisation that believes in inclusion, accountability, and real-world impact.

### **Why This Role Might Be for You**

You don't need a background in disability employment services – we'll provide training and support. This role could be a great fit if you:

- Have worked in sales, marketing, customer service, retail, or any people-facing role and want to try something new.
- Are looking to build skills in community engagement, coordination, and professional service delivery.
- Want a role where your work makes a real difference in people's lives.

## **What You'll Do**

### Employer Outreach Support

- Contact local businesses via phone, email, and LinkedIn to promote PES programs.
- Schedule meetings and maintain follow-up with employers.
- Track leads and update CRM records.

### Appointment Setting & Coordination

- Book and manage appointments for career coaches with employers and participants.
- Handle calendar invites, confirmations, and changes.
- Maintain appointment notes and activity logs.

### General Administrative Assistance

- Support coaches with document preparation and participant communication.
- Lodge online job applications on behalf of participants.
- Assist with reporting, record keeping, and other coordination tasks.

## **What We're Looking For**

### Essential

- Strong verbal and written communication skills.
- Organised and confident with tech tools (email, spreadsheets, calendars).
- Comfortable talking with a variety of people – from employers to young jobseekers.
- Reliable, proactive, and aligned with PES's mission.

### Desirable

- Experience in admin, customer service, outreach, or sales / marketing roles.
- Familiarity with Mac Operating systems, Google Suite, or CRM systems.
- Awareness of youth or employment challenges in diverse communities.

## **Work Environment & Hours**

- Part-time, approx. 2–3 days per week.
- Flexible hours to suit the right candidate.
- Office-based, with regular interaction with the team and occasional participant contact.

## **Why Join PES?**

- Be part of a passionate, purpose-led organisation making a real impact in the community.
- Gain practical experience in workforce development and inclusive hiring.
- Work in a supportive, empowering team where every contribution matters.

## **How to Apply**

Send your resume and a short note (150–200 words) telling us why you're interested in working with young people and supporting them into employment to **[career@pesau.net.au](mailto:career@pesau.net.au)**

**with the subject line:**

**“Program Assistant Application – [Your Name]”**