



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]”