

Advertisement – Executive Assistant to CEO



November 2025

Are you ready to make a difference?

We're looking for an experienced and proactive Executive Assistant to provide high-level administrative and secretarial support to the CEO, Executive Team, and work closely on activities with the Board.

Based out of our Altona Headquarters and La Trobe Street Office, you will find yourself working with a supportive and passionate CEO and Executive team. This role supports the CEO and Executive Team by managing schedules, communications, travel, meetings, and stakeholder expectations.

This role offers you a unique opportunity to be involved in all pillars of a close knit and purpose driven organisation. If you are ready to utilise your strong EA skills, thrive in a high energy environment and share our vision of healthy food for all Victorians – we would love to hear from you!

Who is Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 95 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

The culture we promote:

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Victorians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

Imagine a future with us:

- Manage the CEO's diary and schedule, including scheduling meetings as directed by the CEO and by using own discretion
- Provide assistance for CEO activities, including ensuring appropriate support materials are available for meetings, agenda preparation, taking meeting minutes, and coordinating and supporting CEO led engagements or events.
- Provide advanced administrative and operational support to the CEO, monitoring, screening and responding to phone calls and email communications.
- Assist with diary management and scheduling for the Executive team.

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- Provide assistance to the Company Secretary (Chief Financial Officer) with Board and Committee meetings. Including scheduling and collating papers and meeting set-up.
- Assist with the preparation of presentations, reports, communications and other critical documents.
- Deliver comprehensive administrative and project support, such as coordinating meetings, preparing relevant documentation, and assisting with project tracking and follow-up.
- Manage travel, accommodation, expense management, and CRM updates in line with relevant policies.
- Provide assistance for Board related activities including, maintaining and updating the Board portal.
- Develop strong relationships with internal and external stakeholders.
- Ad hoc administrative support as required from the CEO.

Why you're right for us:

- You want to be a part of a brand that's been around for over 95 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- At least 3 years' experience in providing support at a senior or C-Suite level, experience within a not-for-profit or similar organisation is a bonus!
- Relevant tertiary and/or TAFE qualification or equivalent work experience.
- Proficient across the full suite of MS Office Suite, with the ability to learn and adapt to new systems.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with stakeholders at all levels.
- A proactive and adaptable approach, with the ability to work independently and as part of a team.
- Strong organisational and time management skills, with the ability to multitask and prioritise effectively within a fast-paced environment.
- Demonstrated discretion and confidentiality when handling sensitive information.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member satisfaction rates above 83%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.
- Involvement in the charity work we do and volunteer opportunities.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter