



**Public Libraries SA**  
For the Future of Our Libraries

### **Administration Officer (Contract)**

📍 South Australia | 📅 Up to 15 hrs/month | 💰 \$35–\$50/hr + super

Public Libraries SA (PLSA), the peak body for public libraries in South Australia, is seeking a highly organised **Administration Officer** to support the PLSA Executive Committee.

This flexible, contract role is ideal for someone with strong governance, meeting, and organisational skills who enjoys working in a purpose-driven sector.

### **About the role**

Reporting to the PLSA President, you will:

- Coordinate Executive and network meetings (agendas, minutes, actions)
- Maintain governance records and manage correspondence
- Support AGM processes, including nominations and voting
- Assist with planning and delivery of the biennial PLSA Conference
- Liaise with stakeholders, members, and partners

🏠 Most work can be undertaken remotely; however, availability to attend meetings (online and occasional in-person) is essential.

### **About you**

- Experienced in high-level administration and minute-taking
- Highly organised with strong attention to detail
- Confident communicator with excellent written skills
- Able to manage confidential information with discretion
- Comfortable using digital tools and working independently

**Desirable:** Experience in governance, events, not-for-profit or public sector environments, and/or an interest in libraries and community services.

📄 Applications should be submitted electronically to [pmickan@light.sa.gov.au](mailto:pmickan@light.sa.gov.au) by **9am on Monday, 15 June 2026**. Shortlisted applicants may be contacted for further information or interview.

📧 For further information about the role, please contact the President of Public Libraries SA Inc. Pepper Mickan via [pmickan@light.sa.gov.au](mailto:pmickan@light.sa.gov.au) or 0437 714 463.

Join us in supporting and strengthening South Australia's public library network.