

EPIC Program Coordinator

Charles Darwin University — Garamilla/Darwin

Reports to: Program Manager — Darwin (with support from COO / Head of Programs)

Direct reports: None (may support coordination of casual First Nations Ambassadors and volunteer mentors)

Location: CDU (Casuarina and surrounds) plus partner schools across Darwin/NT

Type: Part-time (flexible hours around school/university calendars)

Start: As agreed

About EPIC Pathways

EPIC Pathways is a First Nations-led not-for-profit supporting Aboriginal and Torres Strait Islander high school students throughout schooling and into self-determined post-school pathways. We deliver **University Experience Days** on campus at CDU, MentorHubs (academic support in schools close to uni), Outreach workshops in schools and communities, the Future Pathways Program, a University Student Ambassador program, and Fire Carriers youth advocacy group. All programs and events are grounded in story, truth-telling and two-way learning.

Role purpose

As a Program Coordinator, you support the delivery of EPIC at CDU, working closely with the Program Manager and CDU's First Nations Pathways and Engagement Unit. You help keep program operations running smoothly across University Experience Days, MentorHubs, Outreach and Future Pathways activities.

Your central responsibility is ensuring accurate, consistent and timely data entry and reporting in EPIC's systems so the organisation has the visibility it needs to keep students safe, track engagement and measure impact.

Key responsibilities

Data, systems & reporting (primary accountability)

- Maintain accurate, up-to-date program data in Notion (attendance, student engagement notes, school/partner details, Future Pathways tracking).

- Ensure consistent tagging and hygiene so dashboards and reporting are reliable and ready on time.
- Upload reflections, teacher feedback, surveys and qualitative insights (including notes from yarning circles).
- Support monthly 1-pagers, term summaries, and evaluation inputs by ensuring all data is complete and correctly recorded.
- Use Monday.com to update milestones, tasks and owners, and support site reporting workflows.

Program delivery & events (support role)

- Support planning and delivery of University Experience Days at CDU (materials, schedules, rooming/venue access, school communications support, catering/AV coordination support, and risk assessment admin).
- Support delivery of MentorHubs in partner schools (weekly confirmations, activity prep, attendance recording).
- Support coordination of Outreach workshops (set-up, resources, attendance, follow-up notes).
- Support baseline tracking of Future Pathways cohorts and assist the Program Manager to keep Year 10–12 applications, scholarships, VET/uni choices and follow-ups recorded.

Partnerships & stakeholder support

- Assist coordination with the CDU First Nations Pathways and Engagement Unit for campus touchpoints, access and agreed protocols.
- Support school liaison admin (schedules, attendance lists, feedback collection, consent and calendar alignment).
- Keep stakeholder and school contact lists current in EPIC systems.

People & culture (support role)

- Support rostering and communications for First Nations Ambassadors (paid casuals) and volunteer mentors as requested.
- Assist with induction admin and training records (child safety, cultural awareness and facilitation).
- Contribute to a positive team culture through regular check-ins, reflective practice and yarning circles (two-way learning).

Safety, governance & operations

- Uphold EPIC's Child Safe Policy and maintain required compliance records (e.g., NT Ochre Cards, briefings, incident logs, safeguarding documentation).
- Support risk register upkeep and ensure rolls/incident notes are logged promptly after activities.
- Support basic operational admin (suppliers, travel coordination, purchasing documentation as directed).

Success measures (examples)

- On-time, accurate attendance and engagement dashboards; data completeness and low error rates.
- Smooth delivery support across University Experience Days, MentorHubs and Outreach (logistics ready, records complete).
- 100% compliance record-keeping for Ochre Cards/required child-safety documentation (for relevant workers/volunteers).
- Term reporting inputs provided on time, with clear qualitative insights captured and stored.

What you'll bring

Essential

- Proven admin and coordination capability across programs/events (schools, universities or community).
- Strong relationship skills and ability to work respectfully with schools, university units and community stakeholders.
- Strong organisational skills (calendars, logistics, attention to detail) and confidence using Google Workspace.
- Confidence with digital systems (Notion and/or Monday.com, or ability to learn quickly).
- NT Ochre Card (or ability to obtain), current driver's licence; ability to support occasional early/late events.

Desirable

- Experience working with Aboriginal and/or Torres Strait Islander young people and communities.
- Experience in youth work, educational pathways, careers/VET, or higher-ed access programs.
- First aid/mental health first aid; trauma-informed practice.