Casual Program Assistant — Chronically Crafty Crafternoons

Reports to: Jordan Alice Fyfe, Project Lead
Employer: Jordan Alice Fyfe (Sole Trader)
Classification: SCHADS Award Level 1.1
Pay rate: $34.44 per hour (casual rate, inclusive of loading), plus 12% superannuation
Hours: 4 hours per week

Total engagement: 20 weeks (80 hours), across two blocks, with a break over the Christmas and New Year period:

- **19 October – 13 December 2026** (8 weeks) — school and community outreach, recruitment support
- **4 January – 28 March 2027** (12 weeks) — Summer Holidays Intensive and early Term 1 delivery support

Location: A mix of remote work and in-person attendance at outreach events and sessions (Perth Metro)

About the role

Chronically Crafty Crafternoons is looking for a disabled young person to join the team as Casual Program Assistant. This is a paid role, created as an employment pathway for a disabled young person into the disability arts sector. You'll work closely with Jordan across two phases: helping get the word out about the program to schools and community groups, then supporting delivery of the first sessions.

Key responsibilities

19 October – 13 December 2026 (outreach and recruitment):

- Support outreach to schools, disability organisations, and community events
- Help build and maintain the program's email database of interested young people, families, and support workers
- Assist with distributing flyers and outreach materials at community locations
- Support participant and family communications

4 January – 28 March 2027 (delivery support):

- Support the Summer Holidays Intensive and the first weeks of Term 1 sessions
- Assist with participant communications and session logistics
- Contribute to session notes and reporting
- Continue to connect with the community and support outreach.

Who we're looking for

- A disabled young person aged 18–25
- Outgoing and comfortable talking with new people, including speaking in front of a group, you'll be out and about at schools and community events
- Comfortable with basic admin and communication tasks (email, spreadsheets, social outreach)
- Interested in disability community, arts, or youth work
- No formal qualifications required, training and support provided

How to apply

Fill out application via google form

Or contact Jordan for alternative submission solutions via email jordan@chronicallycrafty.com.au or phone 0402247122 Mo