



# Australian Sex Workers Association

Phone – 02 9517 2577  
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Newtown, NSW 2042  
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Email – [info@scarletalliance.org.au](mailto:info@scarletalliance.org.au)  
Web – [www.scarletalliance.org.au](http://www.scarletalliance.org.au)

## **POSITION TITLE: AMSWAG Coordinator**

### **ORGANISATION DESCRIPTION**

Scarlet Alliance, Australian Sex Workers Association, is the national peak body representing sex workers and sex worker organisations, projects, groups, and networks.

Scarlet Alliance's mission statement is to, through its objectives, policies and programs, work to advance Sex Worker Rights with the achievement of equality and social, legal, political, cultural health and economic justice for past and present workers in the sex industry to enable sex workers to be self-determining agents, build our own alliances and choose where and how we live and work.

### **ORGANISATIONAL RELATIONSHIPS**

This position will report directly to the Advocacy and Policy Manager and has no direct reports.

### **POSITION OBJECTIVE**

The AMSWAG Coordinator is responsible for effectively and efficiently coordinating AMSWAG meetings, membership, expenditure tracking and communications.

### **KEY RESPONSIBILITIES:**

- Manage AMSWAG promotions, meeting dates and RSVPs.
- Respond to and resolve enquiries and issues raised by members of AMSWAG to ensure the provision of accurate information, and the timely and effective resolution of issues for AMSWAG members.
- Escalate issues to the Advocacy and Policy Manager as required.
- Draft and prepare correspondence, agendas and minutes to support the achievement of AMSWAG's stated goals.
- Work with AMSWAG and the Scarlet Alliance team to manage AMSWAG social media presence.
- Engage in accountability measures such as relevant internal approvals and file management.
- Actively participate in continuous learning and improvement in all aspects of the position.
- Participate in the Scarlet Alliance team in a constructive way, using communication and group work skills.
- Take direction and participate in supervision.
- Perform any other duty as directed by the CEO and Scarlet Alliance.

Position Description: AMSWAG Coordinator

Version: 1.0

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Approval Date: 30 June 2023

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- Carry out all work for this role in line with Scarlet Alliance vision, mission, aims and objectives, policies and procedures and Work Health and Safety (WHS) requirements.

#### **KEY SKILLS AND EXPERIENCE:**

##### **Experience/Skill Level Required:**

- Fluent in at least one language of the two preferred language groups: Greater Mekong (Thai, Vietnamese, Cambodian, Laos) or a Chinese language
- Sex work experience and demonstrated understanding of the principles of human rights and sex worker rights.
- Advanced computer skills including Google Workspace, Microsoft Office, file management, internet and email.

##### **Aptitude and Interpersonal Skills Required:**

- A desire, willingness and ability to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, trans and gender diverse people, and people living with HIV.
- Effective written and verbal communication skills; organisational, coordination, time-management and reporting skills.
- Ability to work both with minimal supervision and as part of a team collaboratively.
- Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
- Ability to meet deadlines without compromising accuracy and quality of work.
- Ability to use own initiative and handle multiple tasks.
- High degree of confidentiality.
- Customer service orientation.
- Effective influencing and interpersonal skills.
- High level of attention to detail.
- Willingness to travel inter/intrastate and be available to work outside of standard business hours when required.

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## Key Performance Indicators

- Regular and transparent AMSWAG meetings, including timely preparation of agendas and minutes in line with AMSWAG processes
- Coordination of AMSWAG to effectively respond to potentially sensitive issues and understand when and how to engage management's support and when to escalate matters to the Policy and Advocacy Manager.
- Maintain high-quality relationships with Scarlet Alliance staff and members.
- Making excellent judgments about priorities and managing those priorities.
- Completion of duties in an efficient and effective manner.