

We are Hiring!



Operations Coordinator - permanent, part-time role (24-32 hours per week).

Rugby League Ipswich Limited (RLI) Ipswich, QLD | Part-time / Flexible (some evenings & weekends)

Rugby League Ipswich is looking for an organised, community-minded **Operations Coordinator** to support the administration, competitions, and events that keep grassroots rugby league thriving in our region.

This role sits at the heart of our operations, working closely with the RLI Board, Committees, and Queensland Rugby League staff to ensure smooth delivery, strong governance, and great experiences for our members.

What You Will Do

Coordinate registrations, fixtures, and clearances using MySideline

Provide administrative support to the RLI Board and Committees

Prepare agendas, take minutes, and track actions for meetings

Manage records, calendars, databases, and general enquiries

Support governance, compliance, grants, and club affiliation processes

Assist with representative programs and development initiatives

Help plan and deliver key events (Season Launch, Magic Round, Grand Finals, Presentations)

Support social media and communications (Canva experience helpful)

Assist with growing RLI's sponsorship base and appeal to the commercial community Provide onsite support at events and during finals

What We're Looking For

At least 2 years' experience in an administrative role

Certificate level qualification in Administration (or working toward one)

Strong organisation, time management, and attention to detail

Confident communicator with great people skills

Comfortable using Microsoft Teams, SharePoint, Word, Excel, Outlook

Current Driver's Licence and flexibility to work some weekends

Ability to work independently and collaboratively Community sport or notforprofit experience (desirable)

MySideline experience and community rugby league knowledge (highly regarded)

Why Join RLI?

- Be part of a passionate, community-driven organisation
- Make a real impact in grassroots sport
- Varied role with exposure to events, governance, and sport operations
- Supportive, friendly and flexible local working environment

How to Apply

Submit your **resume** and a **short cover letter** outlining your suitability and interest in community sport to admin@rugbyleagueipswich.com, by close of business Friday 1st May 2026.

Please share with your networks or tag someone who'd be a great fit!