



## **Trainee Marine Park Administrator**

**Location: Derby, WA**

*Looking for a fresh start in 2026? Our trainee position at DAC is the perfect way to learn, grow and get hands-on experience. Come join the team in 2026!*

Dambimangari Aboriginal Corporation (DAC) is currently seeking a motivated Administration Trainee to provide essential administrative support to the Marine Park and internal team. This is a unique opportunity to participate in structured training and development programs to build skills and experience. This is an excellent opportunity for someone to grow their career in administration while contributing to meaningful work and community development.

This role is based in Derby.

- Competitive Salary with Salary Sacrificing up to \$15,899
- Training and Development opportunities in a Supportive Team Environment
- 5 weeks Annual Leave with Office Closure over the Christmas Period

### **About The Role:**

Full-time role where you can learn on the job and develop skills such as:

- Coordinating meetings, booking travel, accommodation, catering, and preparation of meeting materials.
- Providing basic administrative and finance support, including record keeping, timesheets, travel forms, and maintaining office systems
- Assisting in the preparation of media and community communications to regularly update Dambimangari members

### **About You:**

You will bring to the role

- Good interpersonal and oral communication skills, particularly working with Aboriginal people in remote Australia.
- Professional conduct and clear written communication skills.
- High attention to detail and accuracy in completing tasks.
- Initiative and problem-solving skills, with a flexible approach to changing priorities.
- Ability to remain calm and effective under pressure.

We also require you to have

# dambimangari

Aboriginal Corporation

- Completed Year 12 (minimum requirement)
- Willingness to complete Certificate II in Business Administration (If already completed, highly desirable)
- Ability to commit to 2 weeks of workplace exchange with external stakeholders in Broome
- Ability to commit to travel for on-country boat trips and fieldwork if required (up to 8 days)
- Ability to obtain and maintain a Working with Children Check
- Ability to obtain and maintain a National Police Clearance
- Ability to obtain a First Aid Certificate
- A 'C' class driver's licence or willingness to obtain

## **About The Dambeemangadde People:**

The Dambeemangadde People are the Traditional Owners of the land and waters along the north-west Kimberley coastline, extending from the Robinson River, just north of Derby to the Prince Regent River in the far north of the Kimberley region in WA. Dambeemangadde are part of the Wandjina Woongudd community.

*We all share a unique body of beliefs and cultural practices going back to Lalai, the Dreaming when the creator beings Wandjina and Woongudd helped shape the land, sea, heaven, and all living things in our Country. It has been our home for many thousands of years. We carry the cultural responsibilities of our ancestors to look after Country.*

## **About Dambimangari Aboriginal Corporation:**

Dambimangari Aboriginal Corporation (DAC) provides a unique opportunity to work closely with Aboriginal people in one of the most remote and spectacular regions of the Kimberley. DAC is a small Aboriginal Corporation dedicated to the benefit of our members, Dambimangari Traditional Owners. DAC is the governing body for all Dambimangari business on behalf of our members, and in line with traditional Law and Culture. We employ more than 30 staff, the majority of whom are Traditional Owners.

## **Further Information:**

For more information about the position, please email [dambi@wcasolutions.com](mailto:dambi@wcasolutions.com) or call (08) 9383 3293