



JOB DESCRIPTION

Job title	Maungatapere Village Inc. Coordinator
Reports to	Chair, Maungatapere Village Inc.
Direct reports	None
Employment terms	Part time (up to 10 hours per week), one year fixed term contract
Location	Maungatapere
Role Purpose	To help develop and support Maungatapere Village Inc's Community Led Projects, and manage group coordination. To engage the Maungatapere community through effective communications.
Key stakeholders	<ul style="list-style-type: none"> » Chair » Secretary » Treasurer » Whangārei District Council Community Development Advisor
Key responsibilities	
Lead and administer grants applications	<ul style="list-style-type: none"> » Identify funding opportunities for community-led projects » Coordinate with grant providers as required » Complete and submit grant applications, coordinating with the Treasurer and Chair » Complete and submit grant reports on project completion, within required timeframes
Support project delivery	<ul style="list-style-type: none"> » Connect with community members to update them on community projects » Follow up on project activities to ensure they are completed appropriately
Maintain the website	<ul style="list-style-type: none"> » Ensure website information remains current and engaging » Update and improve website over time » Coordinate business listings and payments as required
Lead and administer newsletter	<ul style="list-style-type: none"> » Coordinate the production of a bi-monthly newsletter » Ensure key community interests are identified and reflected in the newsletter » Engage key community stakeholders and coordinate content with them » Maintain a high quality of presentation » Maintain the circulation list as required
Administer Facebook content	<ul style="list-style-type: none"> » Maintain a schedule of regular posts to Facebook that reflect events in the community



Group coordination	<ul style="list-style-type: none"> » Ensure group emails are directed to the appropriate person and responded to as required » Identify consultation opportunities that Maungatapere Village Inc can submit to » Attend committee meetings, take minutes and circulate, as required » Work with Chair to write agenda » Manage email inbox
Future planning	<ul style="list-style-type: none"> » Identify funding sources to fund the role in future » Identify opportunities to support local community groups and organisations » Coordinate submissions to Council and Government agencies, like NZTA.
Other responsibilities	<ul style="list-style-type: none"> » Other tasks or projects as assigned by the Chair
Person specification	
Desired qualifications and experience:	<ul style="list-style-type: none"> » Preparing funding applications » Administering website, including writing for the web » Competent in using Wix, Stripe, Canva, Mailchimp » Experience in working with, or membership of, a community group » Full drivers and own vehicle » Own computer » Basic project management
Essential attributes:	<p>Someone who is:</p> <ul style="list-style-type: none"> » self-driven and can manage own time and work programme » connected with the local community » an excellent communicator and writer » has an eye for detail » customer focused » has the ability to develop and maintain networks and relationships » comfortable with technology, including content management systems » effective time management with ability to multitask to achieve deadlines » planned and organised » willing to work flexibly in evenings or weekends as required