

JOB DESCRIPTION

Job title	Maungatapere Village Inc. Coordinator
Reports to	Chair, Maungatapere Village Inc.
Direct reports	None
Employment terms	Part time (up to 20 hours per week), as needed, one year fixed term contract
Location	Home based role
Role Purpose	<p>To help develop and support Maungatapere Village Inc's Community Led Projects, and manage group coordination.</p> <p>Support Maungatapere community groups with funding applications and project coordination.</p> <p>To engage the Maungatapere community through effective communications.</p>
Key stakeholders	<ul style="list-style-type: none"> » Chair » Secretary » Treasurer » Whangārei District Council Community Development Advisor » Other Maungatapere Community Group Chairs
Key responsibilities	
Lead and administer grants applications	<ul style="list-style-type: none"> » Research and identify suitable funding opportunities that align with Maungatapere Village Inc's and other community group goals. » Lead and manage all aspects of grant applications for community projects, including preparing, submitting and reporting on grants to within deadlines. » Liaise with grant providers, the Treasurer, and the Chair to prepare accurate applications and manage budget.
Support project delivery	<ul style="list-style-type: none"> » Monitor and follow up on project activities to ensure milestones are met and outcomes are achieved. » Keep key stakeholders informed of progress » Engage with community members to share updates and encourage participation in community projects.
Maintain the website	<ul style="list-style-type: none"> » Maintain, update, and develop the Maungatapere Village website to ensure information is accurate, engaging, and responsive to community needs. » Coordinate and manage business listings, including payments and renewals. » Promote and encourage local business participation in website listings.
Lead and administer newsletter	<ul style="list-style-type: none"> » Lead and coordinate the production of a bi-monthly community newsletter. » Identify and reflect key community interests to ensure content is relevant and engaging. » Engage and liaise with community stakeholders to gather and coordinate content. » Ensure the newsletter is presented to a high professional standard.

	» Maintain and update the circulation list to support effective distribution.
Administer Facebook content	<ul style="list-style-type: none"> » Administer and coordinate Facebook content to reflect community events and activities. » Maintain a schedule of regular posts to Facebook that reflect events in the community
Group coordination	<ul style="list-style-type: none"> » Manage and monitor the group email inbox, directing correspondence to the appropriate person and ensuring timely responses. » Identify and track consultation opportunities relevant to Maungatapere Village Inc, supporting submissions where appropriate. » Attend and support committee meetings, including preparing agendas with the Chair, taking minutes, and circulating them as required.
Future planning	<ul style="list-style-type: none"> » Research and identify funding sources to ensure the sustainability of the Co-ordinator role. » Identify and develop opportunities to collaborate with and support local community groups and organisations. » Coordinate and prepare submissions to Council and Government agencies (e.g., NZTA), to ensure Maungatapere community interests are represented.
Other responsibilities	» Assist with other tasks or projects as directed by the Chair, in support of Maungatapere Village Inc's goals.
Person specification	
Desired qualifications and experience:	<ul style="list-style-type: none"> » Proven experience in preparing and submitting funding applications. » Skills in administering websites, including writing and editing content » Competence in using digital tools such as Wix, Stripe, Canva, and Mailchimp. » Experience working with, or being an active member of, a community group or organisation. » Full driver licence and access to own reliable vehicle. » Access to own computer or laptop. » Basic project coordination skills, including planning and follow-up.
Essential attributes:	<ul style="list-style-type: none"> » Self-driven, with the ability to manage own time and work programme. » Connected with, and committed to, the local community. » An excellent communicator and writer, able to adapt to different audiences. » Detail-oriented with a strong focus on accuracy. » Community- and customer-focused in approach. » Skilled at developing and maintaining networks and relationships. » Effective at managing time, able to multitask and meet deadlines. » Flexible and willing to work evenings or weekends if required.