

Education Project Coordinator

Conditions

- Probationary period of three months.
- Resource Work Cooperative has an Enterprise Agreement based on the retail trades award.
- Full driver's licence and own vehicle.

Selection Criteria

Essential:

1. Demonstrated high-level verbal and written communication skills.
2. Demonstrated experience in writing successful funding applications, grants and submissions.
3. Proven ability to create, coordinate and implement projects.
4. Demonstrated time management and planning skills, including the ability to work with a team and coordinate small to medium-sized events.
5. Demonstrated ability to work with, and be answerable to, a Board of Management.
6. Demonstrated understanding of safe workplace practices.
7. Applicants must have, or be willing to attain, a Working With Children check.

Desirable:

8. Waste management experience and skills
9. Community/ Arts/ Environmental education experience and skills
10. Experience in being a part of a Co-operative or community organisation governed by consensus based decision-making.

Please send your application addressing the selection criteria, and resume to:

hr@resource.coop (addressed to Mona Loofs-Samorzewski) OR

GPO Box 98, South Hobart TAS 7004 (marked "Attention Board of Management")

By 9 am Monday 12th December 2016.