

COMMUNITY DEVELOPMENT FACILITATOR

MAITLAND / HUNTER VALLEY

Community Building Enterprises is an organisation that aims to build community through a number of initiatives throughout NSW and Australia.

A fantastic position has opened up for Community Development Facilitator. The position is permanent part-time, 15 hours per week. The role will be to facilitate our community development model in 2 new estates within the Maitland / Hunter Valley region.

The role will involve:

- ▶ Personal visits to new residents
- ▶ Organising and running community events, working within a team
- ▶ Publishing and distributing a community newsletter
- ▶ Establishing and coordinating special interest groups (i.e. mothers groups)
- ▶ Maintaining databases and records
- ▶ Working along side local businesses and services such as schools and shops

The successful applicant will be required to work independently, while maintaining regular communication and reporting to head office in Sydney. The successful applicant should also be able to work efficiently within the time and budgetary constraints. On the job training will be provided.

Applicants should have the following:

- ▶ Excellent communication skills
- ▶ Excellent organisational skills
- ▶ Efficient time management skills to work within strict time frames and busy schedules
- ▶ A registered car and valid drivers license
- ▶ Be energetic and Innovative
- ▶ Self-motivated and able to work autonomously
- ▶ Be well presented
- ▶ Outgoing personality
- ▶ Excellent reporting skills
- ▶ High level of computer skills, use of both Mac and PC preferable
- ▶ Good skills level in Microsoft Office. Other relevant software, such as iWorks, advantageous
- ▶ Flexibility to work some evenings and weekends when community events are organised

If you are interested in this position, or would like any further information on these roles, please email info@connectionscd.com.au or contact Warren Weir on 0412 677 878.

For more information on what we do, visit our websites at www.connectionscd.com.au and www.communitybuildingenterprises.com.au

APPLICATIONS CLOSE C.O.B. FRIDAY 1ST JULY, 2011