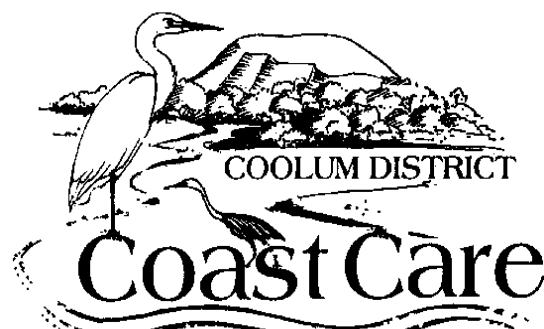


Coolum and North Shore Coast Care

157 Warran Road
Yaroomba 4573
www.coolumcoastcare.org.au
info@coolumcoastcare.org.au



Coolum District Coast Care Group Inc., trading as Coolum and North Shore Coast Care (CaNSCC), is an incorporated, non-profit group of volunteers committed to the care and preservation of the natural coastal environment from Coolum/Emu Mountain area in the north to the North Shore Maroochy River in the south, with the help of the community. Although almost all positions are honorary, a part-time paid Administration Officer is employed to enable efficient and effective coordination of the group and its activities. The position also provides support to the President, Executive Committee and members for a range of projects and activities related to the business management of the organisation.

The Position Description below outlines the duties and skills required to undertake the position.

Title:	Administration Officer, Coolum and North Shore Coast Care
Location:	Coolum Community Native Nursery, 157 Warran Road Yaroomba
Employment terms and conditions:	
Nature of the employment	Casual
Classification and rate of pay	Level 4, currently \$28.58 per hour
Name of Award	Clerks – Private Sector Award 2010
Superannuation	9.25% paid quarterly in arrears on “ordinary time earnings”

Application closing date: 28th April 2017 at 5pm

Email applications to president@coolumcoastcare.org.au
Post applications to The President, CaNS Coast Care, 157 Warran Road Yaroomba 4573

Organisational environment

Coolum and North Shore Coast Care is committed to environmental protection of coastal bushland, dunes and offshore waters of the Coolum and North Shore district. This is achieved through various program areas including

- Undertaking practical projects to maintain biodiversity
- Environmental education – hosting forums, field days, stalls and workshops
- Creating and maintaining partnerships across a wide spectrum of government, community and private industry for best possible environmental outcomes
- Communicating, networking and building community support for issues facing the Coolum and North Shore district.

Activities requiring support include the following

- assisting with submission writing
- assist with developing project funding applications and assist preparing acquittals
- may be required to attend meetings, preparing and disseminating minutes
- registering and preparing general correspondence
- assist with coordinating events
- other duties as required

The position reports directly to the President, Vice President or Treasurer for day-to-day operations.

Responsibilities

The Administration Officer undertakes the following duties

- Manage the work flow including prioritising and monitoring important issues and deadlines
- Coordinate and prepare briefing materials for meetings
- Register correspondence and provide responses to correspondence when required
- Prepare a newsletter on a quarterly basis
- Assist with regular updates of the organisation's website
- As required provide administrative support for projects and activities
- Dissemination and filing of meeting Minutes, Agendas, Project Status reports and Project Acquittals
- Liaise with relevant organisations and individuals on issues arising from the organisation's activities where required

Assessment criteria

Skills and abilities required to perform this role include the following (not in order of priority)

- Good time management and organisational skills
- Well-developed communication skills – both written and oral
- Ability to work under limited direction
- A deep commitment to care and protection of the environment, and the goals and objectives of this organisation
- Knowledge and understanding of environmental protection issues and community participatory processes
- An understanding of volunteer organisations

Technical skills

- Administrative experience in an office environment
- Proficiency in MS Word, MS Excel, MS Outlook and MS Powerpoint
- Good understanding of digital technology

Additional information

This is a part-time position of up to 16 hours per week. It is subject to ongoing successful funding applications.

How to apply

Please submit a short (up to two pages) statement detailing your experience skills and abilities with reference to the assessment criteria, and outlining your expertise in practical environmental issues and community relationships.

Attach a concise, current resume, including names and contact details of two referees who have a thorough knowledge of your skills, abilities and work performance.

Email your application to president@coolumcoatscare.org.au

Or submit your application in writing, marked Private and Confidential to

The President
Coolum and North Shore Coast Care
157 Warran Road
YAROOMBA QLD 4573