

nhulunbuy corporation

Community Engagement Officer - Assistant

Part Time position (1 Year)

The Nhulunbuy Corporation is seeking a professional, positive and engaged individual to join our small team. To provide key support and administrative role within the Executive Services, Communities team. You will ensure the Nhulunbuy Corporation events and activities are safe and of a safe standard.

The day-to-day responsibilities will include (but is not limited to):

- Assist with communications and engagement tasks utilising a range of media as appropriate.
- Assist in the preparation, co-ordination and promotion of Nhulunbuy Corporation events.
- Provide administrative assistance to the Community Engagement Facilitator to achieve objectives.
- Set up and pull down of event equipment and various items for activities and events
- Perform other duties not specified but appropriate to the position

You will be a “people person”, with good verbal skills and the ability to work as a member of a team of professionals. You will possess excellent written communication skills and have demonstrated commitment to Nhulunbuy Corporation’s corporate HIRED values of Honesty, Integrity, Respect, Equality and Diversity.

Your application should include a covering letter documenting your suitability to the minimum requirements detailed in the position description, and a resume with a minimum of two professional references.

This position is a Band 3 to Band 4 role with flexible working hours and a hourly rate range of \$31 - \$39 with the level negotiable depending on experience.

No accommodation will be offered with this role.

To obtain further information about the role, please call Stacie Irving at the Nhulunbuy Corporation on 8939 2203 or email hr@ncl.net.au

Applications close **4pm 25 September 2020** and can be submitted:

By mail to:

Executive Assistant

PO Box 345

NHULUNBUY NT 0881

Via email : hr@ncl.net.au

In person: Shops 2/3 – 19 Westal Street, Nhulunbuy