

Marketing and Event Coordinator

Permanent 30 hours per week opportunity

We are looking for THAT person – is THAT you?

Whatunga Tūao Volunteer Central matches passion with purpose through volunteering to create connected communities across Palmy, Manawatū, Horowhenua and Tararua.

Volunteering assists people to give back to their community, gain work experience, improve their and the community wellbeing, gain confidence, develop skills and networks through a variety of community based, mainly for purpose organisations, with roles from gardening to governance, emergency to every day.

We work with people from all backgrounds, ages and stages to achieve their goals – it is so rewarding when you hear people’s stories about how volunteering has helped them gain paid employment, found a “whanau” to belong to, and supporting organisations to achieve their vital work in mainly social services for the betterment of the community.

We are seeking someone who shares our values of:

- Positive relationships
- Integrity
- Inclusivity
- Positive reputation

The Marketing and Event Coordinator is mainly responsible for:

- Managing our social media and website – check out what this means by having a look at our sites:
 - <https://www.volunteercentral.nz/>
 - www.facebook.com/volunteercentral.nz
 - www.instagram.com/volunteercentralnz/
 - <https://twitter.com/VolunteerCentr3>
 - www.linkedin.com/company/volunteer-central
- Organising and hosting three main events annually – the largest being the annual Volunteer Recognition Event where you will be coordinating nominations, VIP attendees, sponsorship, catering, venue, invitations, certificates, social media releases etc – huge and very satisfying community event!

To succeed in this role, you must be able to relate to people from all backgrounds, and with grassroots organisations through to local and central government officials. Every day is different!

Essential skills:

- A positive attitude and ability to translate this into our marketing.

- Being a valuable team member of a small team that loves fun every day.
- Technical skills in being able to manage databases, spreadsheets, social media and website platforms.
- Attention to detail.
- Report writing and data analysis.
- Managing promotional resources.
- Community spirit.
- Self-motivated and able to take direction.
- Flexibility and ability to work to deadlines.
- Drivers License.

While Whatunga Tūao Volunteer Central has an office base in Palmerston North, this role does require you to get out and about in the community to a variety of settings throughout Palmy, Manawatū, Horowhenua, and Tararua. The office is open to the public from 9am – 1pm Monday to Friday, with the remainder of the hours being worked flexibly which, on a few occasions over the year, does require evening and weekend work.

As Whatunga Tūao Volunteer Central is a charity, funded by the community dollar, we are looking for THAT person who is motivated by community good rather than finances. In other words, if you are looking for a big pay packet this role is not for you, however you will be rewarded in so many other ways!

If you are THAT person, please provide your CV and a cover letter to manager@volunteercentral.nz by Friday 17 May 2024. Also, if you would like further information about the role, please also email manager@volunteercentral.nz.