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Sample Job Advertisement

Coordinator

# Localtown Neighbourhood House

## Coordinator

Localtown Neighbourhood House is looking for a dynamic community development worker to lead a small team in developing and managing our well established, growing organisation.

**Classification:** NHACE Agreement 2016 Schedule 2B Level 7 pay point negotiable depending on experience.

**Hours:** Permanent Part Time 25 hrs per week.

This challenging but rewarding role provides an opportunity to develop and strengthen a small but vital community organisation based in rural Victoria.

The Coordinator is responsible to the Committee of Governance for the operation, management and development of the Neighbourhood House and for ensuring that the organisation operates in accordance with the Committee’s strategic decisions, the service agreements with funding bodies and applicable legislation.

Experience in managing a community organisation and a command of community development principles and skills are central to the role.

Applications close DD/MM/20XX at 3pm.

For a position description and application details please call Localtown Neighbourhood House on 5146 8327 or email localtown@localnet.org.au