

Community Connections Coordinator

Newtown Neighbourhood Centre

- Are you passionate about social justice and community development?
- Do you want to build an inclusive community?
- Do you want to work for a vibrant community organisation?

35 hours per week over 5 days

This is an exciting new role suited to a dynamic, solution focused individual with a passion for facilitating easy access to information and services (especially for vulnerable communities) who has experience in community development and has a strong sense of social justice.

Purpose

NNC is committed to social justice and belonging. The Community Connections Coordinator (CCC) will be the central team member of a team of five staff and volunteers who provide direct support to community members accessing the Centre.

The CCC will ensure that visitors who attend the Community Hub at NNC are welcomed and linked to the most appropriate service response to meet their needs. The CCC will also coordinate the Community Hub specialists and skilled volunteers to assist with providing reception, triage and appropriate information and referral.

The CCC will create opportunity for community capacity building through coordination of groups and activities to meet identified community needs and aspirations.

WE ARE LOOKING FOR SOMEONE WHO HAS:

- Commitment to the values of Newtown Neighbourhood Centre
- Experience working with and supervising volunteers
- Demonstrated experience working with diverse and vulnerable individuals and communities whilst embracing an understanding of cultural safety issues
- Demonstrated experience coordinating community-based services, events, or projects
- Excellent communication and problem-solving skills and an ability to manage situations calmly and professionally
- A demonstrated understanding of community development
- Demonstrated experience with stakeholder engagement and building and maintaining partnerships
- Minimum tertiary qualifications Diploma of Community Services, Community Development or similar field or equivalent experience.

ABOUT THE OPPORTUNITY

- Above award conditions (NNC provide a 35 hour full-time working week) and pay, plus salary packaging, additional leave, and flexitime
- Classified at SCHADS Level 5
- The opportunity to work with an organisation that has a great reputation, a friendly working environment and in a vibrant local community in the heart of the inner west of Sydney.

INTERESTED IN APPLYING FOR THE ROLE?

Download a detailed Position Description below. Provide a cover letter addressing each Key Accountability Areas. Click on the apply now or email your application to recruitment@newtowncentre.org. Find out more from our website at www.newtowncentre.org.

For specific enquiries, please contact Katie Yealland on 0492 820 149 or katie@newtowncentre.org, using the subject line: Community Connections Coordinator enquiry via Ethical Jobs.