

Facilitator/Coordinator for Penguin Organic Centre

The North West Environment Centre Inc. (NWECC) is looking for a facilitator/ coordinator to assist in the development of the Penguin Organic Centre (POC), (in Penguin, Tasmania) into a learning and demonstration site to support sustainable communities and sustainable agriculture.

The position is for 8 months duration at 0.5 Full Time Equivalent.

The applicant is required to demonstrate a sound knowledge of Sustainable Community Development and Sustainable/Organic Agriculture.

The position tasks will include –

- administrative support of all activities
- assist NWECC project coordinators
- delivery of natural resource management projects
- community engagement in environmental issues
- assist in the preparation and implementation of development projects
- seek resources needed to carry out projects at the Penguin Organic Centre
- coordinate volunteers
- liaise with stakeholders, eg schools
- seek and apply for funding grants relevant to the Centre
- report to the NWECC on progress
- general maintenance of POC grounds

Essential requirements for the position are:

- Natural Resource Management, environmental or agricultural qualifications and/or experience
- Proven project management skills
- Excellent computer skills
- Very good oral and written communication skills

Preferred requirements for the position are:-

- Proficient GIS skills
- General maintenance (e.g. small engine maintenance, fencing, grounds maintenance) capabilities
- Experience in community engagement
- Experience in stakeholder engagement such as with schools

Applicants are invited to submit a resume and statement, with relevant examples, addressing the criteria. Minimum of two referee contact details to be included.

Applications close at 5pm, 1st February, 2010.

Written applications should be marked CONFIDENTIAL and sent by email to

antoINETTE9@mac.com

Or send to Chairperson: POGC Steering Committee,

P.O. Box 999

Burnie TAS 7320

For further information, please contact –

Robin Krabbe, email rkrabbe@westnet.com.au

Phone: 6438 1454 (H) 0421 461 724 (M)

or Antoinette Schrammeyer, email: antoINETTE9@mac.com

Phone: 6442 4563 (H) 0419 133 482 (M)



**North-West
Environment Centre**