Job Application Pack for PROJECT CO-ORDINATOR

WHO ARE WE?
The GroundSwell Project is a social enterprise with a big mission to create cultural change around death, dying and grief so that we are all are better equipped.

Our purpose is to create a more death literate society, one where people and communities have the practical know-how needed to plan well for end of life. This means transforming end of life conversations into deep community engagement and social action so that when someone is dying, caring or grieving, we all know what to do.

We are a unique organisation that is designed to be highly agile and collaborative. We work with health services, not for profits, innovators and the broader community.

We value creativity, collaboration, community development and having a constructive and positive view of our relationship with mortality.

WHO WORKS HERE?
We’re a team of 3 senior people in Sydney. We operate within a flat structure. We don’t have an office. We prefer to be mobile, meeting up face to face when necessary.

JOB DESCRIPTION

Title: PROJECT CO-ORDINATOR

Contract Terms: Fixed term contract for 12 months.
3 days per week

Must be based in Sydney. Flexible work arrangements. Mobile work (no office).

We are looking for a Project Co-ordinator to undertake a variety of administrative and project coordination tasks. You will help in planning and organising projects and activities as well as support the development of backend systems to manage contacts and communications.

We are a small social enterprise looking to grow so we are seeking someone with a high level of ingenuity and self-drive.

CORE RESPONSIBILITIES

1. Team Coordination
   - Maintain operational plans and communicate changes to the team
• Develop agile, tech savvy systems to support delivery
• Arrange all travel needs
• Prepare board documentation
• Support event management and on site as needed
• Liaise with accounts department as directed

2. Project Co-ordination
• Liaise with stakeholders as needed to arrange meetings/workshops

3. Technology/logistics
• Develop online document management using Google and Dropbox
• Customer support and mail out product sales

4. Content Management
• Update website with new content as directed
• PPT presentations, Prezi, Eventbrite and lead on development of new online sharing and distribution

5. Communications/Outreach
• Keep up to date with philanthropy funding and other grant rounds
• Conduct discussions with stakeholders on such topics as death/dying and grief

ROLE REQUIREMENTS
1. Proven experience supporting multiple leaders (at the same time) with conflicting priorities, demands & styles.
2. Experience in managing administration systems and project co-ordination
3. Proficient in Microsoft Office programs (Word, Excel, Powerpoint), Google docs, Prezi.
4. Excellent desktop publishing/proof reading
5. Engage in social media
6. Excellent writing skills
7. Excellent verbal communication
8. Mac proficient (we don’t use PC’s)

PERSONAL ATTRIBUTES
• Broad life experience, high level of adaptability
• High level of personal drive, pro-activeness
• Passion for the detail
• Social and emotional intelligence with a love of learning
• Experience in talking about death/dying and grief

PREFERRED BUT NOT VITAL
• Experience with Squarespace, Mailchimp
• Experienced in social enterprise or small company or small charity
HOW TO APPLY

Email us a letter containing:

1. Why do you want to work with The GroundSwell Project? (Be pointy! - 50w max)

2. Assuming you are only applying if you meet all of the Role Requirements for the job, please list them in order of your strengths from 1 – 8

3. Please tell us what others would say about you or direct experience gained with reference to the listed attributes? (Max of 1-2 sentences on each)

   - Broad life experience, high level of adaptability
   - High level of personal drive, pro-activeness
   - Passion for the detail
   - Social and emotional intelligence with a love of learning

Don’t forget your contact details!

Email your letter to:

Attn: Jessie Williams, executive director
jobsgroundswell@gmail.com

Deadline: cob 10th April 2017