

Threading Whare Charitable Trust

COORDINATOR

The Trust is establishing a craft workspace for women refugees and migrants in North East Valley.

Our women candidate will be responsible for the day-to-day operation of the workspace. The role is 5 days a week (Monday to Saturday (closed Wednesday) and hours of work from 9.30am to 5.30pm – 37.5 hours per week. The position is initially a 6 month contract and if further funding becomes available, it may be extended.

The ideal candidate would have;

- Strong organisation, administration and communication skills experience
- Experience with multi-ethnic peoples and broad cultural understanding and empathy
- Experience in establishing and managing social media platforms
- Ability to work independently
- Competence in using a computer and Microsoft products

For more details (skills and attributes) request a job description by emailing: **threadingtrust42@gmail.com**

The candidate must have the right to work in NZ and pass a Police vetting check.

Applications close 4pm on Monday 12 July 2021.