



| POSITION DESCRIPTION Part-time Communications Officer | |
|---|--|
| Job Title: Part-time Communications Officer – Zero Waste Network | |
| Employer: Community Enterprise Network (NZ) Trust (trading as the Zero Waste Network) | |
| Reports to: Executive Officer, Zero Waste Network | |
| Location: Auckland | |
| Salary Range: Terms to be agreed. Initial contract will be for six months, with potential for extension. 8 hours per week minimum. Hourly rate from \$30/hr. | |
| Summary The Communications Officer is involved in supporting all aspects of the development and implementation of ZWN's internal and external communications strategies. The Communications Officer, with direction from Senior Management, is responsible for promoting and protecting ZWN's reputation by executing media relations and public relations strategies, planning for brand building/innovation/event promotions, performing social media activities, and conducting internal communications. | |
| Key Responsibilities | Expected Outcomes |
| Newsletter Development Develop material for two x monthly ZWN newsletters: 1. 'Getting to Zero' focussed on Auckland resource recovery issues, with input from Auckland Council 2. ZWN monthly newsletter focussed on the national resource recovery space, and in particular issues and events relevant to ZWN members. | ZWN produces and distributes two high quality email newsletters every month |
| General Written communications Develop written materials including press releases, position statements, Q&A's, media standby statements on relevant sector issues and activities as required by ZWN and directed by the Executive Officer. | ZWN produces and distributes timely, relevant and high quality material on issues relevant to resource recovery in Aotearoa. |
| Collaborate with ZWN staff, Board members, members and subject matter experts in a timely manner to determine appropriate media responses. | ZWN produces and distributes timely, relevant and high quality material on issues relevant to resource recovery in Aotearoa. |



| | |
|--|--|
| Assist in the development and implementation of Brand PR programs to support brand-building initiatives/innovation/promotions. | ZWN is a well respected brand |
| Support the Executive Officer by doing timely research to ensure message is accurate | ZWN is respected as a trustworthy, authentic and effective voice |
| Assist in the development and implementation a social media plan/strategy that will: <ul style="list-style-type: none"> • enhance the image of ZWN • provide a nationally cohesive view of issues • engage individuals in order to add value to our community • and promote the projects of ZWN in a way that is specific, measurable, and attainable. • | ZWN has a strong social media presence |
| Be the first response to incoming and outgoing social media working as directed by Senior Management. | ZWN has a strong social media presence |
| Key relationships Internal <ul style="list-style-type: none"> • Executive Officer • Project Manager, Auckland Inorganic Reuse Project • ZWN Board of Trustees • Administrative staff and contractors • Operational staff and contractors External <ul style="list-style-type: none"> • Zero Waste Network members • Zero Waste Network clients • Aligned membership networks • General Public | |
| Requirements <ul style="list-style-type: none"> • Bachelor's degree in Communications, Public Relations, Journalism, English or related discipline preferred. • Knowledge or strong interest in zero waste and social enterprise. • Must possess excellent oral, written and interpersonal communication skills with strong writing and editorial abilities. | |



- Working knowledge of Microsoft Word, PowerPoint, WordPress, Mailchimp or similar, media monitoring software and other public relations tools.
- Working knowledge of social media best practices and familiarity with social media platforms.
- Must be able to meet deadlines and execute flawlessly on projects and see a project through to completion.
- Must have the ability to work effectively in a remote team.
- Must be capable of maintaining confidentiality with a high level of accuracy regarding information.
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical.

Qualities/Competencies

- Communication
- Team Work
- Quality Orientation
- Time Management
- Adaptability/Flexibility
- Creative and Innovative Thinking
- Decision-Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability
- Ethics and Integrity

Work Conditions

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

Closing Date: 10th February 2019

Please submit resume and covering letter to: dorte@zerowaste.co.nz

Interviews will be held in Auckland