



POSITION DESCRIPTION Part-time Communications Officer		
Job Title: Project Administrator– Zero Waste Network		
Employer: Community Enterprise Network (NZ) Trust, trading as the Zero Waste Network		
Reports to: <ol style="list-style-type: none"> 1. Auckland Inorganic Reuse Project Manager 2. Executive Officer 		
Location: 153 Pilkington Rd, Glen Innes, Auckland. The role will based in our Glen Innes warehouse, with some flexibility in terms of working from home.		
Salary Range: Starting rate will be around \$21/hr. Initially the role will be until Mid December 2019, but with a strong likelihood of being extended long-term and with potential for the hours to increase		
Summary The purpose of this role is to provide administrative and organizational support to the management team. Reporting to the Project Manager this role is key for the collection of information that supports the Auckland Inorganic Project. In general, your time (18 hours) will be split between: <ol style="list-style-type: none"> 1) Supporting the Auckland Inorganic Reuse project manager with reporting; data collection/analysis and; general administration tasks 2) Supporting the ZWN Executive Officer with stakeholder engagement, data collection and general administration tasks. 		
Key Responsibilities	Expected Outcomes	Weighting
Data Collection & Analysis <ul style="list-style-type: none"> • Data Collection • Data Analysis for the preparation of Monthly & Annual Reports • Inventory Analysis • Prepare Data reports as required 	<ul style="list-style-type: none"> • The AIR project produces high quality reports and project staff a good understanding of the project outcomes 	25%
General Administration - AIR Project <ul style="list-style-type: none"> • Resource development as required • Arrange meetings • Contribute to various projects • Some recording and 	<ul style="list-style-type: none"> • The AIR project team delivers a high quality project in a timely manner. 	15%



documentation		
AIR Communications <ul style="list-style-type: none"> Assist with Monthly Newsletters Notices and Updates as required 	<ul style="list-style-type: none"> The AIR project produces and distributes timely, relevant and high quality material for AIR stakeholders 	5%
Warehouse <ul style="list-style-type: none"> Conduct Health & Safety Inductions Assist with auditing when required Support the delivery of training Customer Service and answering queries about the service Assist with problem solving and conflict resolution 	<ul style="list-style-type: none"> The AIR project team delivers a high quality project. The Health & safety of our staff and the groups we work with are paramount and every effort is made to reduce risk or harm The AIR Project and ZWN are well-respected 	5%
ZWN Administration <ul style="list-style-type: none"> Reports to the ZWN Executive Officer for this part Meets fortnightly with EO Membership engagement including direct communication with members, responsibility for the annual membership survey and database management General administration including support with project development, implementation and reporting, event management and recruitment Development of new resources Attendance at external events as a representative of ZWN Record keeping and data analysis 	<ul style="list-style-type: none"> The Zero Waste Network operates efficiently and effectively day-to-day The organisation meets its stated mission of connecting, educating, enabling and inspiring our members to achieve zero waste in Aotearoa Members feel part of an active and effective network of organisations with shared goals. Members know where to go to for support and advice 	50%
Key relationships Internal <ul style="list-style-type: none"> Executive Officer Project Manager, Auckland Inorganic Reuse Project Logistics Manager, Auckland Inorganic Reuse Project ZWN Board of Trustees Administrative staff and contractors 		



- Operational staff and contractors

External

- AIR groups
- Waste Management Warehouse & Collection Staff
- Auckland Council
- Zero Waste Network members
- Zero Waste Network clients
- Aligned membership networks
- General Public

Requirements

- Knowledge or strong interest in zero waste and social enterprise.
- Must possess excellent data analysis skills
- Project management experience preferred
- Working knowledge of MS Office, PowerPoint, WordPress, Mailchimp or similar, media monitoring software and other public relations tools.
- Must be able to meet deadlines, 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
- Decision-Making and Judgement
- Planning and Organising
- Problem Solving
- Result Focus
- Accountability and Dependability
- Ethics and Integrity

Work Conditions



- Travel may be required.
- Overtime as required.

Closing Date: 3rd March 2019

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

Interviews will be held in Auckland