

Project Coordinator - Job description
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We have an exciting new role going at ocean non-profit based in Ōtautahi-Christchurch!

- Part-time role, 8 hours per week or 1 day per week (flexible) (\$25/hour)
- Funded by the Christchurch City Council Sustainability Fund 2021
- Expected start date October 11th for a 10-month contract until 12th August 2022.

Expected duties

- Design, schedule & deliver 10 ocean literacy school talks (1 per month)
- Work with Blue Cradle partners to design & deliver an ocean literacy camp
- Identify & attend 6-8 occasions (1 per month) for community engagements
- Write & distribute quarterly newsletter through online networks
- Provide regular content for the website and social media to engage with audience (including video/photo content)
- Plan & deliver 1 event which raises awareness of the issue of climate change and ocean consequences e.g., World Ocean Day June 8th
- Help write and publish Blue Cradle's first annual report
- Write & submit a project report to the Christchurch City Council within 3 months of project completion
- Other administrative duties as required

Essential Skills

- Ability to work unsupervised
- Research & project coordination
- Event planning & delivery
- Writing, stakeholder engagement
- Microsoft Office suite
- Social media channels (Facebook, Instagram)

Desirable

- Background in marine science
- Genuine passion for the ocean
- Outgoing & confident public speaker
- Photo & video skills

Please send your cover letter, CV with references to contact@bluecradle.org

Applications will be reviewed until role fulfilled.