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## **Education Coordinator Selection Criteria**

### **CONDITIONS**

- Resource Work Cooperative has an Enterprise Agreement based on the Retail Trades Award: *Resource Work Co-op Enterprise Agreement 2013*.
- Permanent part-time.
- Probationary period of 6 months.

### **EMPLOYMENT REQUIREMENTS**

- Ability to attend evening meetings (generally once per month).
- Full manual driver's license and own vehicle.

### **SELECTION CRITERIA**

#### Essential

1. Demonstrated high-level verbal and written communication skills.
2. Demonstrated project or event management skills including: leadership, teamwork, excellent time management and ability to balance a budget.
3. Proficient in the use of both traditional and new media and relevant software.
4. Demonstrated understanding of safe workplace practices.
5. Demonstrated personal passion for environmental sustainability, waste reduction and re-use.
6. Ability to work with and be answerable to a Board of Management.
7. Applicants must have, or be willing to attain, a Working With Vulnerable People Check, First Aid certificate and Fire Warden training.

#### Desirable

- Waste management industry experience and skills.
- Demonstrated success in securing grants, crowd-funding or campaigns.
- Community/Arts/Environmental education experience and skills.
- Experience in being a part of a co-operative or community organisation governed by consensus-based decision-making.

**Please send your application including a cover letter, a separate document addressing the selection criteria, and your resume to:**

hr@resource.coop (addressed to Mona Loofs-Samorzewski) OR

PO Box 98, South Hobart TAS 7004 (marked "Attention Board of Management")

**By midnight Sunday 24<sup>th</sup> October 2021**