

# Communications and Community Engagement Manager



## Position Description

- 1. Communications to promote biodiversity and conservation in Coromandel North, enhance the profile for MEG. and communicate our story**
  - Manage email communication
  - Be proactive in generating content for social media, print media, newsletters and other opportunities
  - Produce Megaphone newsletter 3-4 times per year
  - Grow our physical presence in Coromandel and Colville townships
  - Organise trap sales, sponsorship and donations
- 2. Communications to grow and celebrate our volunteer base**
  - Respond to new members and sponsors and maintain membership lists
  - Organise volunteer days and volunteer experiences
  - Investigate benefits for volunteers and members
- 3. Education to engage and build knowledge and expertise in people of all ages**
  - Make at least 4 school visits per year and build on past education programmes with Coromandel Area School and Colville school
  - Manage winter lecture series of science speakers in Coromandel
  - Create events for the Summer Holiday Programme and manage delivery
  - Leverage activities around kiwi week, conservation week, and sea week
- 4. Partner with iwi and other conservation groups to achieve our aims**
  - Be involved in partnerships with iwi discussing conservation around Moehau and Coromandel North.
  - Organise local hui for conservation groups periodically
- 5. Reporting**
  - Monthly management report to committee and participation in committee meetings
  - Collation of volunteer hours and reporting on community engagement funding
  - Assist operations manager in reporting on operations funding where necessary
- 6. Administration**
  - Keeping aware of funding opportunities and links to the business community
  - Other admin duties may arise in course of duties (to be discussed if capacity allows)