



VACANCY

Communications and Community Engagement Manager

Do you want to help spread the word about conservation on the Coromandel Peninsula?

Moehau Environment Group is a not-for-profit community group that has existed for over 20 years, working to ensure the native biodiversity of our region is flourishing, celebrated and cared for by all. We implement large-scale conservation projects, like stoat and rat trapping, possum control, and run programmes to interact with children and adults in Coromandel North.

We have a vacancy in our team for a Communications and Community Engagement Manager. We are currently looking for a talented communicator to help us tell our stories, manage our volunteers and members, and educate and engage the next generation of nature carers.

ABOUT THE ROLE

20 hours per week, pay rate \$27/hr. Phone allowance and mileage recompensed.

You will manage our email, facebook and social media communications and website, and develop innovative ways to share our conservation work. You will actively seek stories to write for our local monthly papers and quarterly newsletter to members. A component of the position will require getting out with the field teams and volunteers in the environment to find our stories.

You will be responsible for coordinating volunteer weeding days, and finding ways to build and celebrate our volunteer and membership base. You will administer trap sales, sponsorship and donations as part of community engagement.

The Summer Holiday Programme is our flagship education experience and you will organise a range of exciting and fun experiences for children and adults with the help of volunteer presenters.

You will work with local schools to deliver a range of educational experiences for children, such as planting days or trap building.

For adults, we run a winter lecture series of science speakers and you will oversee this.

Your role will be to communicate and help grow biodiversity and conservation efforts in Coromandel North (Coromandel town to Port Charles) and also to partner with relevant iwi and the broader Coromandel Peninsula conservation groups as required.

WHAT WE'RE LOOKING FOR

Our ideal candidate will be enthusiastic, creative and energetic with a passion for conserving our native biodiversity. Must be self-driven and willing to actively engage with all members of our community. Ideally, you are located in our operational area Coromandel North. You will have great written and oral communication skills, will be highly organised, and have a background in community engagement, working with children, or communications. Strong people skills are required. An understanding of the principles of Te Tiriti o Waitangi is an advantage. Experience with spreadsheets, Powerpoint, Facebook, Instagram, Wordpress, and Canva will be an advantage, but training will be given.

We would expect that applicants will have a clean, full NZ driver's licence, and eligibility to work in New Zealand (this includes holding a valid work visa that covers the whole period of employment).

WHAT THIS ROLE OFFERS YOU

Your "office" will be the spectacular natural environment of the northern Coromandel. You will have the opportunity to inspire children and adults to care for our native biodiversity. Your work will make a significant difference for Coromandel kiwi - the rarest of the brown kiwi taxa and for populations of kākā, kereru and rare invertebrates, frogs and reptiles. You will join a team of committed and experienced conservationists and there will be lots of fascinating things to learn!

HOW TO APPLY

Please send us your CV and a covering letter (including your relevant work experience) by email to: info@meg.org.nz

Applications will close 5pm on Monday 7th June 2021.