

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Partnerships Coordinator</b>
<b>ORGANISATION:</b>	<b>Habitat for Humanity Australia</b>
<b>REPORTS TO:</b>	<b>National Partnerships Manager</b>
<b>LOCATION:</b>	National Office, North Sydney
<b>HOURS:</b>	2 days per week
<b>TERM:</b>	Minimum 2 months

## HABITAT FOR HUMANITY:

Habitat for Humanity is a Christian not-for-profit organisation and a leading provider of housing for low-income families. Our vision is a world where everyone has a safe and decent place to live. Established in 1976, Habitat for Humanity has changed the lives of people all over the world and from all backgrounds. Today, Habitat for Humanity works in thousands of communities, sheltering more than 9.8 million people.

Our national office in North Sydney raises funds to help build homes and communities for families in the Asia Pacific region including Cambodia, Vietnam, Indonesia, Philippines, Nepal and Bangladesh. Our State Affiliates manage the independent Australian programs within their states.

## PARTNERSHIPS COORDINATOR:

The HFHA Partnerships team is looking to identify a suitable candidate to assist the National Partnerships Manager with a range of administrative and relationship management responsibilities.

## KEY RESPONSIBILITIES:

- Assisting the National Partnerships Manager with relationship management responsibilities
- Editing field reports and family stories for corporate partners pre and post local volunteering activities.
- Keeping the *Brush with Kindness* volunteering program calendar up to date.
- Preparing volunteering briefing documents prior to activities.
- Assisting with any other administrative tasks required.
- Liaising directly with corporate partners and potential supporters and providing them with information requested.

**CRITERIA:**

HFHA is an equal opportunity employer and seeks to recruit and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person on the basis of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation or characteristic protected by law.

All HFHA staff, contractors and volunteers are required to undergo a criminal record check or working with children check prior to commencing employment. To be eligible for this position, you must have an appropriate Australian and New Zealand work visa.

HFHA is looking for someone to join us who has:

- Excellent communication and interpersonal skills.
- A person with an enthusiastic, positive manner who is self-motivated, proactive, confident and who has a passion for HFHA's work.
- Has strong writing skills and high attention to detail.
- High level organisational and administrative skills – including word processing, spreadsheet and database software.
- Can work with deadlines and effectively.

**PREFERRED EXPERIENCE/ QUALIFICATIONS:**

Currently studying or recently graduated and looking to gain practical, valuable experience within an International NGO.

- Experience in relationship management within the not for profit or private sector
- Completed 3+ years' work experience.

**COMPENSATION:**

To be confirmed.

**APPLYING:**

To apply for this position, please submit a CV and cover letter, addressing the above mentioned criteria, to [znelsoncarey@habitat.org.au](mailto:znelsoncarey@habitat.org.au)

Applications close on **Monday, April 19<sup>th</sup>, 2017.**

Only successful applicants will be contact, thank you for your understanding.