

Position Description

Position Title: Assistant Project Coordinator

About the business

The Organisation of African Communities in Western Australia Inc. (OACWA) is a not-for-profit organization that provides support, services, and representation for all Africans in Western Australia.

In brief, the OACWA is focused on working hard to achieve the following objectives:

- To work with FACCA to advocate for and advance the welfare of African people in Western Australia.
- To work with African diaspora organisations to advocate for and advance the welfare of African people in Western Australia.
- To provide a platform on which Africans from diverse backgrounds and countries living in Western Australia would use to present economic, social, political and cultural issues of concern to the community and work collaboratively to find a lasting solution.
- To advocate on African issues to the State Government and other relevant bodies as required.
- To provide information and referral services for Africans in Western Australia
- To make input into policy and decision-making processes

The OACWA is seeking a Project Coordinator to join its volunteers' team on a part-time basis (Working two days a week) to deliver OACWA events, Functions and administrative tasks.

About the role

If you are passionate about community service with at least 2 years' experience in the ethnic community leadership and a background in project delivery, Coordination and Scheduling of Volunteers and looking to continue to grow your career, then OACWA is looking for you to join its team.

Reporting directly to the Vice President for Administration, the successful applicant will be involved in the coordination of local community project delivery, performing administrative duties, coordination of events/functions and the daily operations of the OACWA. The role requires a strong culturally appropriate knowledge of African issues and customer focus as well as the ability to work successfully in a team environment under instruction, whilst also being able to work unsupervised where necessary.

Your key responsibilities

As a Project Coordinator, you will be accountable and responsible for the following:

- To attend meetings and take minutes/record of the proceedings
- To coordinate volunteers during events and functions

- To maximise the productivity of the volunteers by providing a lead, communicating and effective scheduling the work and organising training
- To deliver an outstanding level of customer service and communication to all stakeholders such as sponsors, African community associations, suppliers, committee members and other stakeholders
- To optimise organisation revenue and cash flow by the timely scheduling of projects and management of Projects in Progress
- To provide referral services to members
- Organise workshops and public forums in consultation of departmental heads
- Assist in the coordination of the OACWA's events and functions.
- Maintain the OACWA's yearly events calendar.
- Be flexible to provide other services as per the direction of the Executive Committee.

Your specific work capabilities (Selection Criteria)
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- Experience in writing and searching grants and tenders
- Demonstrated ability to use initiative and problem solve.
- Ability to communicate clearly and professionally, both verbally and in writing.
- High level of skills in Customer Service
- Strong detail orientation
- Intermediate to advanced skills in MS Office and data entry skills
- Strong verbal and written communication.
- Proven experience in projects coordination
- Excellent time management and organisational skills
- Ability to work with a high accountability in a team environment
- Ability to build, maintain and develop solid relationships with internal and external stakeholders.
- Willingness to volunteer during events and functions including after hours and weekends
- Current valid driver's licence.
- Current National Police Clearance.

This role offers a good variety of work, and a competitive salary. If this reads like the job that you are looking for, and you meet the above criteria then please click apply now button to get in contact with us.

How to Apply

For more information please refer to the full job description and selection criteria and application package on the OACWA's website. <http://oacwa.com.au/about/>

Position enquiries to Dr. Casty Nyaga, CPA

Vice President for Administration

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