



## Project Coordinator

Position Type: Full time (36.75 hrs per week)

Salary range: Level 4 (\$66,843 - \$74,229 plus super, plus annual leave loading of 17.5%)

**Closing date: Tuesday, 22<sup>nd</sup> May 2018**

The NSW Federation of Housing Associations is the peak industry body for not for profit community housing providers in NSW. Our members develop and manage high quality affordable housing for people on low incomes.

The Federation represents our members, advocating for more affordable housing, it supports the development of community housing providers, carries out research & policy development, and holds seminars, workshops and conferences. The Federation is also the largest industry owned Registered Training Organisation for social and affordable housing.

With all these varied tasks we need an enthusiastic and proactive Project Coordinator to ensure we deliver on time and within budget. The position is responsible for key events management, general project management and administration, and building and maintaining good relations with our many stakeholders

The successful candidate will be self-directed, demonstrate initiative, be very organised and will work collaboratively with other staff and Federation members. In return you can expect the chance to be involved in projects that can really make a difference to the amount and quality of affordable housing in the community.

### **Selection Criteria**

#### **Essential criteria**

- Demonstrated experience in project coordination and ability to relate professionally with stakeholders at all levels
- Demonstrated experience in events coordination
- Experience in data management and data entry with an emphasis on accuracy and attention to detail
- Demonstrated problem solving skills using a proactive approach
- High level communication skills and professional phone manner
- Ability to work to targets and to work independently
- Proficiency in the use of Microsoft products including Word, Outlook, Excel and PowerPoint

NSW Federation of Housing Associations inc

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[www.communityhousing.org.au](http://www.communityhousing.org.au)

### **Desirable criteria**

- Experience in working with data bases
- Experience working with WordPress, Mailchimp or similar web and communication software
- Experience working in the community sector will be highly regarded.

### **To Apply:**

**Please submit your resume together with your responses to the above Essential Criteria to: [WendyR@communityhousing.org.au](mailto:WendyR@communityhousing.org.au) or by mail to: Wendy Rockwell, Office Manager, NSW Federation of Housing Associations, Suite 301, 64-76 Kippax Street SURRY HILLS NSW 2010, no later than close of business Tuesday 22 May 2018.**

For further information contact Wendy Rockwell on (02) 9281 7144 x200, or [WendyR@communityhousing.org.au](mailto:WendyR@communityhousing.org.au). The Position Description and additional information about the Federation is available on our website: [www.communityhousing.org.au](http://www.communityhousing.org.au)

The Federation is an equal opportunity employer.