

Vacancy for DYRSL Staff.

Communities Coordinator

In this part-time role, you'll work closely with the Executive Manager to help manage our vibrant community support program, while also lending a hand with tasks related to our senior living village sales—all in a friendly office environment. We're looking for someone with strong organizational and administrative skills who thrives on building relationships. Your ability to connect with local organizations and residents will be key to making a difference in our community. If you enjoy variety in your work and find fulfillment in supporting local initiatives, this role could be a perfect fit for you! Join us in making a positive impact in our community!

What will I be doing?

- Adhere to ClubGRANTs guidelines, maintaining the online grants portal, ensuring all grant recipients complete tasks required – **a strong focus on compliance and legislation required.**
- Receiving email enquiries about the program and communicating with the recipients of the program.
- Creating and maintaining spreadsheets, assisting with content for presentations.
- Coordinating ongoing community content by liaising with community organisations and liaising with the DYRSL marketing team.
- Assisting with administering the annual scholarship program – collating applications, communicating to schools and applicants
- Arranging Club gift vouchers as prizes for community organisations.
- Liaising with relevant departments for community-related functions.
- Very occasional assistance required for meetings/events that occur outside of office hours.
- Develop and manage relationships with local, not-for-profit community organisations.
- Organise and facilitate community events and activities at the club.

Assistance relating to sales for Oceangrove Seniors' Living Village, which will include:

- Maintaining the Oceangrove CRM database and related email marketing to waitlist
- Assisting with email and phone enquiries, as well as tours at the village (next door to Club)
- Assisting with sales documents, brochures
- Updates to the Oceangrove website as necessary

What sort of hours will I work?

Permanent part-time hours, between Monday and Friday. Flexibility of days/hours offered for the right candidate. This is an office-based role. Very occasional assistance required for meeting and events that occur outside of office hours.

Who would it suit?

Someone with a pleasant manner both in person and over the phone, you should possess a passion for community growth and support. Strong administrative skills are required as well as attention to detail as you will be responsible for ensuring legislative requirements as well as being able to efficiently handle CRM databases.

***Relevant qualifications will be highly regarded.**

How do I apply?

Email your cover letter and resume to careers@dyrsl.com.au.

**D E E
W H Y
R S L**

Applications close 5:00pm, Thursday 31 October 2024.