

## ***Employment Opportunity Community Venues Project Coordinator***

- Key role coordinating a project with a leading public health organisation
- Opportunity to make a difference
- Rewarding, inclusive and family friendly work environment
- Temporary part time contract, from 4 January to 30 June 2021.

### **Background**

The Western Australian School Canteen Association Inc. (WASCA) is an independent non-profit health promotion charity. WASCA provides information, advice, resources and training to assist schools, sport clubs, recreation centres, community groups and events, health services/facilities and workplaces to establish and maintain healthy, profitable food services.

WASCA works in partnership with government and other non-government organisations.

### **Position: Community Project Coordinator**

WASCA is seeking an experienced health professional to join the team. The Community Venues Project Coordinator is responsible for:

- the effective and successful implementation of the Fuel to Go & Play™ project, funded by Healthway, supporting community venues e.g. sports clubs, recreation centres and entertainment venues
- contributing to WASCA's core business operations
- supervising and supporting other staff
- building and sustaining relationships internally and externally.

Individuals who are proactive, resourceful and passionate about nutrition and developing healthy food environments should apply.

Temporary contract, from 4 January up to 30 June 2021; 0.6 FTE (22.5 hours per week). Possible extension, pending funding and staff returning from parental leave.

All office equipment will be provided at the WASCA office located in the Department of Education, 151 Royal Street, East Perth, Western Australia. An attractive remuneration package will be offered for this role, including the option to salary package.

## Selection criteria

### Essential criteria:

1. Minimum 2 years demonstrated experience in the planning, implementation and evaluation of health promotion policy and programs
2. Tertiary qualification (or higher) in nutrition, dietetics or health promotion
3. Demonstrated high level written and oral communication skills; including experience in writing reports for management and funding bodies, including data collection and analysis skills
4. Demonstrated understanding of the traffic light system used to categorise food and drinks
5. Demonstrated experience providing supervision and support to other staff
6. Demonstrated ability in building and maintaining effective partnerships, and working collaboratively with other organisations
7. Commitment to [WASCA's Health Policy](#)
8. Working with Children Check
9. Current driver's licence and police clearance

### Desirable criteria:

10. Experience in marketing and communication activities, including social media
11. Experience developing resources, in particular experience using design software such as Canva and InDesign.

Due to the nature of the role, there may be a requirement travel to regional locations in Western Australia, 1-4 times per year.

**If you are looking for a new and exciting challenge and want to be part of a dynamic organisation, we want to hear from you.**

## Applications

Applications must include:

- Cover letter
- Curriculum vitae
- Response to the essential and desirable selection criteria.

Applications close 4.00pm Monday 16 November 2020. Send applications to [megan.sauzier@education.wa.edu.au](mailto:megan.sauzier@education.wa.edu.au)

For more information about the position, please contact WASCA CEO Megan Sauzier on 08 9264 4999 or [megan.sauzier@education.wa.edu.au](mailto:megan.sauzier@education.wa.edu.au)