



Employment Opportunity Project Officer

- **Pivotal role with a leading public health organisation**
- **Opportunity to make a difference**
- **Rewarding, inclusive and family friendly work environment**
- **12-month contract, from August 2023 – September 2024; possible extension pending funding.**

Background

The Western Australian School Canteen Association Inc. (WASCA) is a not-for-profit health promotion charity that provides nutrition and food service support. You will be part of a leading public health organisation and a community that share the WASCA vision to create a sustainable, equitable and healthy food environment.

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: Project Officer

WASCA is seeking a Project Officer to support the development and implementation of public health nutrition projects.

Based in East Perth, 35 hours per week full time. An attractive remuneration package will be offered for this role, including the option to salary package.

You will be a key member of the team responsible for supporting our projects in schools and community venues, for example:

- Provide an advisory service to schools and community venues
- Conduct site visits and menu, product and recipe advice
- Provide regular updates to project partners
- Complete data entry to accurately track progress of project implementation
- Support evaluation and reporting activities
- Develop project resources and social media content
- Develop and implement a range of training and educational resources
- Develop and implement communication and dissemination plans to build stakeholder awareness of and engagement with the projects.

Selection criteria:

1. Hold a tertiary qualification in a health-related field e.g. nutrition or health promotion
2. Experience in developing, implementation and evaluation of health promotion policy and programs
3. Experience in using digital platforms to create social media content and google analytics
4. Ability to translate health information and research into language suited to the target audience/s
5. Experience developing resources, in particular experience using design software such as Canva
6. Demonstrated ability in building and maintaining effective partnerships, and working collaboratively with other organisations, including ability to manage and work effectively with national, state and local stakeholders
7. Working with Children Check (or willingness to apply)
8. Nationally Coordinated Criminal History Check processed through the Department of Education Screening Unit (or willingness to apply)
9. Current driver's licence
10. Commitment to WASCA's [Health Policy](#) and Code of Conduct.

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

Your application must include:

- Curriculum vitae
- Response to the selection criteria, maximum 2 pages.

Applications close 6 August 2023. Send applications to 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