

POSITION DESCRIPTION

ENGAGEMENT TEAM COORDINATOR

ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 22,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

This role is primarily responsible for providing general business and coordination support to Engineering New Zealand's Engagement Team, specifically supporting the Branches, Students and Young Engineers team and their volunteers.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

- Providing general coordination support to the team.
- Updating websites and managing LinkedIn groups.
- Creating and proofing regional email communications.
- Creating, promoting and managing events.
- Producing monthly membership and finance reports.
- Managing logistics including catering, travel and accommodation throughout the country.
- Develop and maintain excellent relationships with internal colleagues and external stakeholders.
- Provides cover for Reception during daily breaks, annual leave and periods of sickness.

Other

- Participate in other tasks, projects and activities as required.
- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- Proven experience in a business administration/coordination or other comparable position.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General Skills/Experience

- A high level of organisational and administrative and coordination skills with accuracy and an attention to detail.
- A strong customer service focus with an ability to work with a wide range of people, especially volunteers.
- Excellent oral communication skills including a good phone manner.
- Strong plain English writing skills.
- A high level of initiative and energy to get the job done.
- A familiarity with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.
- An ability to work unsupervised and maturity to recognise that when a task needs to be performed, it doesn't matter who does it, just that it needs to be completed in a timely, efficient and co-operative manner.

Personality/Attitude

- Team player.
- Pays attention to detail.
- Proactive.