



## Shire of Mingenew

### Community Development Officer

#### Permanent Full Time Position

We are currently seeking a talented and enthusiastic individual to fill the position of **Community Development Officer**. In this role you will work in partnership with Shire of Mingenew staff, the local community and external agencies to enable our community to obtain, strengthen and maintain the ability to set and achieve their own objectives in order to improve the social, economic, cultural and environmental situation of the community.

#### You will be responsible for:

- Community Liaison
- Pursuing grant and funding opportunities
- Project management
- Preparation of Council Minutes and Agendas
- Maintenance of Shire website and Facebook page

#### To be successful you will have:

- A relevant tertiary qualification or relevant work experience
- Project management, research and organisational skills
- Experience in community development
- Excellent customer service, interpersonal and communication skills

#### Putting your application together:

Our aim is to make the application process simple for you as we appreciate your personal time is valuable. Therefore, to apply for this role, all you need to do is send us:

- A current resume
- A covering letter that shows how your skills and experience relate to the requirements of this position. (Please refer to the Position Description for details.)

Applications will be received until 4pm on Friday 9<sup>th</sup> October 2015 and should be endorsed "Confidential Application – Community Development Officer".

PO Box 120, Mingenew WA 6522 or [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)