



MANA AHURIRI TRUST

170A Waghorne Street, Ahuriri, NAPIER 4110

PO BOX 12076, Ahuriri, NAPIER 4144

www.manaahuriritrust.com

Communications Co-ordinator

About the role

We are looking for a Communications Co-ordinator to join our team based in Ahuriri.

With a focus on managing our post settlement funds and growing these for future benefactors we need you to effectively communicate our journey to our whānau.

This is your opportunity to apply your exceptional written and verbal communication skills, your passion and experience in social media, your ability to create information media that captures our target audience within a role with scope to grow and where no two days are the same.

Some key activities you will be involved in, include:

- Playing a big part in the coordination, editing and publishing of all our regular pānui, annual reports, presentations, webinars, social media content, web site content and special projects/events.
- Collaborating with the team and wider networks to plan and develop new and innovative ways to engage and interact with our whanau.
- Writing articles and developing content for both internal and external audiences – everything from social posts to longer form pieces
- Uploading content to SharePoint and other communication channels
- Working with the team by getting involved in high-profile events
- Regularly scanning social and mainstream media to stay across appropriate flows of information.
- Create reels, stories, and posts on Instagram, Tiktok, Twitter, Facebook and Pinterest.
- Gather, collate, and organise content for Social Media, Web sites and photo/video bank

About you

Your drive for a job well done, your innate curiosity, initiative and proactive approach will help you make the most of this role and all the variety it has to offer.

As the ideal candidate for this role, you will;

- Bring 2-3 years' experience in a similar role, whether that might be Communications, Marketing or Journalism
- Have a passion and talent for writing, and content creation
- Have research capability to back up any content created

- Be naturally organised and enthusiastic about any challenge
- Possess great time management skills, with appreciation for deadlines and keeping yourself accountable
- Be curious and motivated to progress in your communications career and ongoing development
- Have an ability to both work independently, and as a part of a team.
- Bring a high level of interpersonal skills and an ability to build, develop and maintain meaningful relationships
- Existing experience creating content for, managing and growing accounts on Instagram, Tik Tok, Facebook and Pinterest.
- A strong storyteller that can create engaging content, which doesn't need to be proofed.
- Proficient in Tikanga me Te Reo.
- Technically proficient with smart devices
- Can edit video content.
- Is familiar with website content uploading
- Experience or qualification in marketing / sales role.

This is a 0.5 FTE (20 hours per week). We are open to successor being a contractor or fixed term position.

To apply please send CV and cover letter detailing what you would bring to the role.

Email applications to info@manahuririturst.com