



# Community Governance

Supporting community governance in Aotearoa

## Community Governance Aotearoa Te tautoko i ngā mana whakahaere hāpori ki Aotearoa.

Visit [www.communitygovernance.org.nz](http://www.communitygovernance.org.nz) to learn more about us.

Community Governance Aotearoa are a charitable trust supporting good governance practice of not-for profits in Aotearoa New Zealand.

We are governed by a Te Tiriti and Tangata Whenua Co-Chair and Trustee representation. Community Governance Aotearoa's mission is to implement initiatives for the effective and equitable governance of community sector (NFPs) organisations.

Our Trust has a co-governance model with Tangata Tiriti Co-Chair and trustees, and Tangata Whenua Co-Chair and trustees, and is supported by an advisory group with representation from the community/NFP sector, community leaders and organisations supporting our kaupapa.

Our organisation is lead by Rose Hiha-Agnew (Chief Executive) with a small team in place delivering big impact for our communities! We are a virtual and national charity.

For 2024 we have exciting plans with campaigns, programmes and thought leadership think tanks and governance workshops in our sights.

Community Governance Aotearoa are seeking a Communications Coordinator to help us deliver quality initiatives and communications.

The Communications Coordinator will be responsible for ensuring timely communications are managed, keeping our stakeholders and community engaged with interesting and relevant content, and keeping our systems and records up to date.

We are seeking a community minded person, who loves community organisations and has an interest in governance!

### Key tasks:

- Co-ordinate online technical events and communications such as our Board Talks series, Table Talks and other events throughout the year.
- Responsible for inbox enquires and keeping systems up to date (manage enquires and responses).
- support and collate statistics for CGA through social media, website, and programme analytics (develop and support content from surveys, stories)
- support content creation, oversee and review key communications for CGA, panui, social media posts, including drafting news articles.
- experience with managing calendars, administrative tasks (booking flights, meetings) supporting the Chief Executive engagements.



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Communications Coordinator job qualifications and requirements:

- high level of customer care, proactive in responding to multiple stakeholders
- online social media and communications skills experience/website and database experience
- experience with online subscription tools (Mailchimp, Zoom)
- governance (NFP) experience or interest (preferred)
- able to manage time well, works independently but is a team supporter!

This role is available as a fixed term position from March 2024 to December 2024 flexible hours (to be agreed), 10 hours a week \$29.00 per hour.

Community Governance Aotearoa is a virtual organisation, working from home is how we operate!