

Position Description: Digital Marketing & Events Assistant (Cadetship)

<p>Reports to: Brella MD, designated Senior Management Team, YES Regional Co-ordinator, FutureForceNZ Digital Manager</p>	<p>Direct reports: n/a</p>
<p>Location: Waikato and sometimes NZ</p>	<p>Team: Brella, Smart Waikato, FutureForceNZ Ltd, WECA</p>
<p>Tenure: Permanent</p>	<p>Hours: Full time (30 hours incl negotiated Study release time)</p>

Key purpose of role:
To provide support with all Brella, Smart Waikato and WECA projects especially endorseMe, Career Hauora, FutureForceNZ and YES.

- Key Responsibilities**
- FutureForce – assist with writing stories, taking photos/video, editing video, loading and updating website.
 - FutureForce Social Media – from concept to posting (supervised)
 - Career Hauora – assist with resource development
 - YES – support Regional Co-ordinator
 - Events – support, arrange catering and actively involved (support whole team)
 - endorseMe – assist with the implementation of this with stakeholder groups
 - Administration tasks and maintenance duties
 - Manage Stationery and office supplies
 - And such other duties allocated which assist to fulfil the purpose of the role

- Important Attributes**
- Friendly
 - Able to work in a team
 - Able to work with all peoples and respect diversity in all forms
 - Adaptable and flexible
 - Creative
 - Organised
 - A positive can-do attitude
 - Energetic
 - Willing to learn
 - Ability to speak Te Reo an advantage
 - Experience using Adobe Products incl Premiere Pro, WordPress, Canva, Microsoft Office an advantage

<p>Organisational obligations</p> <ul style="list-style-type: none"> • As a representative of the organisation the Projects Assistant is required to be familiar and comply with all Brella and Smart Waikato Trust policies including, but not limited to, Health and Safety Policy, Driving and Vehicle Use Policy, Child and Young Person Protection Policy. • Uphold the professionalism and integrity of the organisation and its stakeholders in all behaviours and communications, including social media 	<p>Personal commitment to the safety, well-being and integrity of the organisation and its stakeholders</p> <ul style="list-style-type: none"> • Health and safety requirements upheld • Hold valid driver licence, valid WOF and car/motorbike registration (if using own vehicle), Driving and Vehicle Use Policy upheld • Understand the responsibilities that come with working with young people. Child and Young Person policies followed and upheld
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	<ul style="list-style-type: none">• Professional conduct and communications at all times
Qualifications and licences <ul style="list-style-type: none">• Restricted car driver license required (or actively working towards it).	
Other: Travel throughout the Waikato region/ NZ may be a requirement of the role.	

Please apply to maddie@smartwaikato.co.nz. Please include a cv and cover letter.