

<p>Our Mission We reduce, reuse and recycle to champion behaviour change. Our place is a hub which connects people, things and ideas</p> <p>Our Vision Lead the way to zero waste</p>	<p>Our Core Values</p> <p>Be resourceful Keep our promises Look after each other and our place Have fun together</p>
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Position Title	Events Coordinator
Employee Name	Vacant, new position
Reports to	Gina Dempster, Communications Manager
Date prepared	August 2019
Overall objectives	<ul style="list-style-type: none"> To organise and deliver waste minimisation workshops and events in Wanaka, Queenstown and Alexandra To support community groups and businesses undertaking waste minimisation initiatives To support the Wastebusters Communications team with other tasks as required
Type of contract	<ul style="list-style-type: none"> This is a permanent part time role based at our Wanaka site with some travel within our region The role is 30 hrs per week, flexible weekday work times There will be some weekend and evening work for specific events

Company Wide Objectives

	Key tasks	Outcomes
Mission, vision and values	Knows and understands our mission, vision and values	Works with others to achieve the mission and vision Words and actions a good fit with core values
Health and safety	Proactive approach to health and safety on and off site Understands key elements of Wastebusters H&S process	Works with others to keep people safe Follows Wastebusters H&S processes Raises any issues or concerns straight away
Learning for sustainability	Works on building communication skills and knowledge base to share Wastebusters key messages with people from all walks of life	Understands zero waste - theory and practise Makes an effort to learn about other teams' activities and able to answer simple questions Passes on any questions unable to answer
Teamwork	Understands team goals and helps develop plans and projects that achieve them. Works well with others to make things happen	Contributes at team meetings Well regarded by team members Helps others achieve their goals

Skills and experience needed

- Extensive experience in event and volunteer management
- Passion for sustainability and zero waste
- Excellent organisational and people skills and ability to meet deadlines
- Creative problem solving
- Experience with public presentations and/or training
- Experience in sponsorship, fundraising and community engagement an advantage
- Current NZ driver's license (manual required)

Key tasks and activities

Area	Key Tasks
Event management	<ul style="list-style-type: none"> • Organise and deliver waste minimisation workshops and events eg repair cafes, composting, upcycling, waste reduction, waste free fair: • prepare budgets and event plans and ensure event is delivered on time and on budget • arrange venues, equipment, ticketing, promotional materials and other supports • recruit and coordinate volunteers and other people involved in the event • work with Communications team to advertise and publicise events through posters, print, radio, social media etc • prepare activities, props and other materials as needed eg flags, uniforms, leaflets • Develop and deliver waste minimisation workshops for businesses to help them reduce their waste • Support community events with logistics and promotions help
Behaviour change for zero waste	<ul style="list-style-type: none"> • Liaise with community groups working on waste minimisation and provide support and guidance for their efforts. Answer questions on zero waste and waste reduction • Deliver zero waste behaviour change campaigns • Speak to community groups about Wastebusters and zero waste • Business audits • Attend events and presentations to educate people on zero waste and recycling • Organise and conduct recycling and landfill site tours
Social media and content writing	<ul style="list-style-type: none"> • Create Facebook and Instagram stories to help promote events • Share posts and stories via social media • Write and deliver internal communications for Wastebusters staff regarding events and workshops • Create educational resources to support events, workshops and businesses • Write content for website pages, leaflets etc
Funding and sponsorship	<ul style="list-style-type: none"> • Apply for grants and funding to deliver additional events • Seek sponsorship and support from local businesses for events • Provide sponsorship and support from Wastebusters for community events run by other groups