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| **page1image33040960**  **JOB VACANCY**  The Management Committee of the Downer Community Association welcomes expressions of interest regarding the position of:  **Downer Centre Coordinator**  This is a part time position\* paid at casual rates.  Hours have some flexibility, and includes weekdays and some weekends.  We are looking for someone who:   * Enjoys meeting community members and groups, is prompt and professional * Has good communication skills on the phone, email and in person * Is a self-starter with basic computer literacy * Able to maintain and organise time based bookings and respond to clients * Can manage basic record keeping and finances * Is capable of doing ‘basic cleaning’ without physical difficulty * Enjoys finding solutions for urgent or unfamiliar problems   \* All responsibilities listed above can be achieved in ~10 hours/wk.  This position would best suit a Downer resident.  Starting date negotiable.  Interested?  For more information, contact: Stephen Sedgwick at [downercentre@gmail.com](mailto:downercentre@gmail.com).  Please send an expression of interest addressing the above points to [downerassociation@gmail.com](mailto:downerassociation@gmail.com) by 29 April 2022.   |  | | --- | |  | |