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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.Please send an expression of interest addressing the above points to downerassociation@gmail.com by 29 April 2022.

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