
Community Engagement Coordinator

Employer:	The Water Well Project Limited
Work Type/s:	Permanent Part Time (30.4 hours per week)
Salary:	\$70,000-\$78,000 Pro Rata plus superannuation, dependent on experience. Salary sacrifice available.
Sector/s:	Not for Profit (NFP), Health Promotion
Location:	Primarily work from home with Melbourne based team meetings (inner/east Melbourne).

Background

The Water Well Project is a not-for-profit organisation founded in 2011 with a mission to promote good health and wellbeing to communities from migrant, refugee, and asylum seeker backgrounds to improve their health literacy. Our vision is that all communities from migrant, refugee and asylum seeker backgrounds achieve equitable access to healthcare.

The Water Well Project works closely with partner organisations in Victoria, NSW and Tasmania already working with communities from migrant, refugee, and asylum seeker backgrounds to develop interactive and inclusive health education sessions. Since its inception, The Water Well Project has delivered over 2,000 sessions across Victoria, New South Wales and Tasmania. Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to facilitate health education sessions outside their paid professional work.

The Community Engagement Coordinator Role

Working closely with the Health Educator and Partnerships Coordinator, this role is responsible for performing the following functions:

- Coordinate the delivery of community-based health education sessions in collaboration with volunteers and external partners.
- Manage administrative processes including communications, scheduling, record keeping, and data management.
- Collect, review and report on feedback and impact data to support program improvement and reporting.
- Support stakeholder engagement through content creation, events, and communications.

- Assist with grant applications, tracking and reporting.
- Contribute to internal planning, volunteer support, and organisational development activities.

Stakeholders associated with this position include:

- The Water Well Project Board, Staff and Committees;
- The Water Well Project volunteer healthcare professionals;
- Referral organisations; Community Organisations
- Other associated agencies – including interpreter services.
- Health and multicultural services
- Grantors and donors

Remuneration and conditions

- 30.4 hours* per week, spread across Monday to Friday.
- Salary is \$70,000-\$78,000 per annum pro rata plus superannuation.
- Rarely, after hours work (evening or Saturday) may be required (estimate 4 times per year)
- Most of the work will be undertaken from your own workstation at home, with (approximately) monthly team meetings in coworking spaces in Richmond and Melbourne CBD.
- Must bring own laptop/ computer.

*Alternative hours may be considered for the perfect candidate.

Key Selection Criteria

- Highly organised.
- Excellent written and verbal communication.
- Minimum 3 years prior experience within the not-for-profit, health and/or public health sector.
- Experience or interest in working alongside CALD communities to improve health literacy and health outcomes.
- Ability to work independently, as well as alongside staff, volunteer healthcare professionals and the volunteer management committee.
- Strong relationship management, problem solving and analytical skills.
- Ability to multi-task and deliver high quality work within tight time periods.
- Ability and willingness to work collaboratively in a small team.
- Tertiary qualification in education, health and/or communications.

Our values

- Collaboration
- Compassion
- Respectfulness of diversity

- Integrity
- Accountability

Application Process

Please send a cover letter and resume, or contact for further information, our Founder and Board Chair Dr Linny Phuong:

Linny@thewaterwellproject.org.