



Job Description

ROLE:	Program Coordinator
MANAGER:	Senior Program Manager
DIRECT REPORTS:	N/A
LOCATION:	Sydney / Hybrid
HOURS:	67.5 hours per fortnight with a Bonus Day Off on alternating Fridays
DATE:	July 2026

FUNCTION & PURPOSE

The Program Coordinator supports the delivery of Planet Ark's flagship campaigns and programs, including National Tree Day, National Recycling Week, Recycling Near You, and The Seedling Bank. This is a cross-functional role that involves data management, content management system (CMS) maintenance, stakeholder engagement, communications, and reporting to evaluate and drive campaign and program success, in alignment with Planet Ark's mission and goals.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Support the strategic planning, delivery, and evaluation of Planet Ark's major campaigns and programs including National Tree Day (NTD), National Recycling Week (NRW), Recycling Near You (RNY), and The Seedling Bank (TSB) - in collaboration with relevant Program Managers and team members.
2. Support management of Planet Ark's RNY and NTD websites, including database and CMS administration, stakeholder support, and contributing to website improvements and reporting.
3. Collate and analyse data, information, and feedback in the relevant databases, in line with campaign and program reporting requirements.
4. Plan and execute stakeholder outreach and engagement through digital communications, encouraging participation and support for Planet Ark's campaigns and programs.

5. Work with Program Managers and the Partnerships Team to deliver campaign commitments and reporting requirements for sponsors, partners, and donors.
6. Assist Program Managers with the delivery of ad-hoc or special projects, as time and skillset allow.
7. Respond to incoming enquiries across various channels, as time and campaign needs require.
8. Adhere to Planet Ark's HR Manual and organisational policies.
9. Contribute to other organisational activities as agreed, and undertake other duties as reasonably directed by management.

WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Head of Impact and Research	Sponsors & Partners
Communications Team	Councils
Campaigns Team	Campaign Participants
IT Team	Community Groups
Partnerships Team	Businesses
Impact and Research Team	Schools

ESSENTIAL SELECTION CRITERIA

1. Excellent accuracy and fine attention to detail in managing data.
2. Strong interpersonal and communication skills with a demonstrated capacity for stakeholder relationship management and diplomacy.
3. Demonstrated computer literacy in generic computer programs such as Microsoft Office and EDM/email systems.
4. Experience using website content management systems and databases.
5. Strong time management skills, with an ability to manage ongoing, concurrent tasks, work under pressure and meet tight deadlines.
6. Ability to work individually or as part of a team and to take directions from others.
7. A strong alignment with Planet Ark's mission and values and a commitment to improving environmental outcomes.

DESIRABLE CRITERIA

1. Knowledge of environmental issues, including the circular economy, climate change, and biodiversity.
2. Experience creating engaging content for public consumption including developing Electronic Direct Mail (EDM), educational resources, and social media content.
3. Familiarity using Customer Relationship Management (CRM) platforms such as HubSpot or Salesforce.
4. Experience working in the not-for-profit sector