ACT BARKS AND RECREATION
DOGGY DAYCARE

Job Description

JOB TITLE: Project Officer

JOB TYPE: Contract (November 2026 to April 2027)

LOCATION: Hybrid (office location: 141 Canberra Ave, Fyshwick)

REPORTS TO: Manager **REPORTS:** Nil

MAIN DUTIES/RESPONSIBILITIES:

- Research and development of the library model
- Liaising with suppliers, donors and community organisations
- Stock procurement and inventory management
- Development of policies and procedures
- Marketing and community engagement
- Coordination of the launch
- Reporting on project outcomes
- Final project evaluation and recommendations

SKILLS & EXPERIENCE

Experience:

- Ability to network, conduct research, write reports and deliver project outcomes
- Ability to work independently and know when to escalate issues to managers
- Intermediate website content management / stock database systems
- Good knowledge of pet products and their uses
- Able to use a variety of software including Canva, Word, Excel, Teams, Trello
- Some social media publishing knowledge is useful

Skills:

- Strong verbal and written communication
- Good time management and organisation skills
- Strong project management skills
- Good evaluation and reporting skills, including the setting of measurable goals
- Proactive worker, creative thinker, quick learner