

# Creative Services Team Coordinator

## Full-time, Permanent

We're looking for a talented administration whiz with a penchant for all things creative. We're a team of deeply passionate designers, videographers, writers, social media strategists and storytellers responsible for putting out inspiring content to engage Kiwis in issues of injustice and poverty around the globe. And we're looking for someone who is on fire for the cause at hand, professional, organised and super-efficient to join our team and help us run as smoothly as possible!

Tearfund is one of New Zealand's leading faith-based NGO's with world class development partnerships and programmes throughout the developing world. We are a highly respected charity that inspires people to give, learn, advocate and stand up against injustice. Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people". Our creative and communications team exists to bring to life the incredible work our partners do around the world to alleviate poverty and injustice.

You'll be successful if you're an awesome team player that loves gathering the troops together. You genuinely love collaboration and the process of working together to accomplish the best final product. You have an appreciation for quality brand and design and love powerful comms. You're hungry to learn more and upskill in that space alongside your main responsibilities. You're a multi-tasking machine that works well in high paced, quickly changing and sometimes stressful environments. You notice details. You communicate with excellence and you're willing to pitch in and do whatever you can to move the team forward.

### The role

This is a fast paced, multi-faceted role which will see you providing support to our busy communications and creative team. You'll also assist our Events Manager in the lead up to events and during events. Some of your responsibilities will include:

- Supporting our team with general administrative tasks including setting up meetings, taking meeting notes, researching and gathering relevant information and helping to track hours and expenditure.
- Helping the team with the collation of campaign reports.
- Log and track projects in Microsoft Teams, keeping the team updated on priorities.
- Managing our media lists, monitoring media coverage and staying on top of changes to our media monitoring platform.
- Identifying useful marketing materials through our systems.
- Working with our Communications Specialist to do Social Media posts across Facebook and Instagram.

- Assist with video production, coordinating logistics (venues, set design, run sheet, equipment needed) within budget specs.
- Assisting with Tearfund events, including helping with event planning and logistics, keeping stakeholders informed and helping manage events on the day.

### **Ideally, you'll have some or all of the following:**

- 2 + years' experience working in a busy administration role where the ability to multitask and work at pace was required
- A clear, confident and articulate communication style – both written and verbal
- Administration skills, ideally with some exposure to working with different systems and platforms (e.g. CRM, media platforms, Microsoft Teams etc)
- Sound working knowledge of the Microsoft Office Suite
- Excellent attention to detail
- Energy and enthusiasm to do a great job
- An excellent work ethic

### **In return we'll provide;**

- A friendly, supportive and high performing team environment that knows how to celebrate well
- The opportunity to learn new skills and take on more responsibility as you learn
- Flexibility to work up to 3 days from home

To apply please include a cover letter confirming why you're interested in the role and working at Tearfund. Please send applications to [work@tearfund.org.nz](mailto:work@tearfund.org.nz)