



Young Indigenous Women's Pathways Program (YIWPP) Coordinator

Kimberley, Pilbara, Goldfields Girl

Job Description

\$60,000 - \$70,000 per annum

1. Work with Community Support Officers to Identify young Indigenous women from YIWPP sites and surrounding communities, between the ages of 16 and 25 to participate in the Program;
2. Work with Community Support Officers in participating communities to attract program participants and confirm their involvement;
3. Oversee the regional Community Support Officers Support to work with new participants and engage them in all Project activities;
4. Meet individually with past participants to identify their needs in the areas of training and employment and to develop action pathway plans for future individual success;
5. Seek out year round opportunities for past participants from the region to become involved with training and employment opportunities/pathways and youth leadership and volunteering activities and other activities such as photo shoots and fashion parades;
6. Assist the Training Manager and Chief Operations Officer with past participants in the completion of Certificate II in Leadership as commenced during delivery of the workshop Project;
7. Undertake project management and administration of YIWPP with the events team and under the guidance of the Chief Operations Officer;
8. Assist with production aspects of the Kimberley, Pilbara and Goldfields Girl Program in conjunction with the Events team;
9. Assist the Chief Operations Officer and the events team to confirm and source creative aspects for events;
10. Assist with marketing aspects, community liaisons and public relations of the YIWPP programs and assist with the development of marketing and promotional strategies as required;
11. Undertake Business Development and sponsorship management duties;
12. Assist with liaising and report to existing YIWPP Sponsors and sourcing new YIWPP sponsors;
13. Ensure positive representation, promotion and publicity of YIWPP participants and the YIWPP Program;
14. Coordinate the regional touring teams and oversee all aspects of touring logistics including schedules and travel and accommodation;
15. Assist specialised workshop facilitators in regard to tour dates and information and acquiring necessary workshop resources and materials;
16. Source volunteers and support staff for YIWPP activities;
17. Update workshop manuals as necessary with guidance from the Chief Operations Officer;
18. Coordinate prizes and gift packs for program participants;
19. Update necessary checklists as required;
20. Meet contract, licensing and legal requirements pertaining to the YIWPP program;
21. Review and understand YIWPP risk management policies and Program policies and procedures quarterly or when required, and report to the Chief Operations Officer;
22. Maintain security of all Goolarri Media's YIWPP equipment;
23. Update established Kimberley, Pilbara and Goldfields Girl ongoing project budgets, in conjunction with the Chief Operations Officer;
24. Undertake training of support staff as required;
25. Undertake any additional tasks relating to YIWPP that are not outlined in the JDF as they arise;

Please note that some travel is a requirement of this role; as well as working on Goldfields, Pilbara and Kimberley Girl events outside office hours as required (refer to contract for overtime hours' rates).