



Community Impact and Grants Coordinator

Unique opportunity for an engaging, process driven and proactive individual to make a difference in the community.

The Give Where You Live Foundation is seeking a new member for its Community Impact and Grants Team. Reporting to and working with the Community Impact and Grants Manager, this role will be responsible for coordinating the Foundation's annual grantmaking calendar and providing programmatic and administrative support across the Foundation's community impact activities.

You will be tech savvy, self-motivated, committed to continuous improvement, able to plan, multi-task and work to deadlines with high attention to detail, and will have:

- At least 3 years work experience
- Excellent project management and administration skills
- Excellent relationship management skills
- Excellent written and oral communication skills

Benefits include salary range commensurate with experience, salary packaging. Position is full-time (negotiable).

Email your resume and a covering letter addressing the key selection criteria outlined in the position description (online at givewhereyoulive.com.au) to: grants@givewhereyoulive.com.au by close of business Thursday 18 April 2019.

Give Where You Live Foundation is an equal opportunity employer and a signatory to the GROW (G21 Region Opportunities for Work) Compact and encourages applications from people from diverse backgrounds.