

CCCNZ – EVENTS AND PROMOTIONS MANAGER

Position

This position is a key part of the team and ministry focus of CCCNZ and will fully manage all CCCNZ events as well as work alongside other key areas to implement promotions and communication strategies to support the wider team.

The position requires a person with qualifications in the areas of event management and/or communication, or significant experience in a similar role. We are seeking someone with an ability to manage multiple events and tasks concurrently, communicate and promote these events effectively with our network of churches, support ministries and camps and do all this while working alongside a geographically dispersed team.

This role will be 20 hours per week and includes some weekend travel to regional events. The role will ideally be based out of the Cambridge office but consideration will be given for the right person to be based out of the Palmerston North office.

The appointee will be required to oversee the events of CCCNZ and assist the Communications Manager in promoting CCCNZ in the following areas:

- Planning all events from start to finish according to requirements, target audience and objectives
- Coming up with suggestions to enhance the event's success
- Preparing budgets and ensuring financial and legal adherence
- Making sure all communication and event structures are within the CCCNZ tone
- Keeping social media and the community calendar up to date and relevant under the direction of the Communications Manager
- Keeping the database up to date and relevant under the direction of the National Administrator

Key attributes for consideration for this role include advanced experience in MS Office; event management, social media and graphics applications; as well as an ability to manage multiple events and tasks concurrently.

A full Job Description is available on request.

All applicants for the role need to be New Zealand citizens or permanent residents of New Zealand.

Applications for this role close 3 December 2018.

Please send your CV and cover letter to:

Danielle Diprose
CCCNZ National Administrator
PO Box 744, Palmerston North 4440
Physical Address: 24 Raleigh Street, Cambridge 3432
Email: daniellediprose@cccnz.nz
Phone: 027 354 4172
<http://www.cccnz.nz>