

Program Coordinator
Creativity Australia With One Voice



Are you looking for:

- **An opportunity to apply your programming, partnership, and coordination skills to an innovative, award-winning arts-health and community development organisation?**
- **An opportunity to use your administration skills, communication skills, creativity and initiative to help build stronger communities around Victoria and Australia?**
- **An opportunity to make a difference and empower people in need?**

Then come join us!

WHO WE ARE

[Creativity Australia](#) is a national charity. Our mission is to build a happier, healthier and more inclusive nation.

We bridge the gap between people experiencing disadvantage and those more fortunate through the neuro-scientific benefits of community singing. We build supportive networks that help people connect to brighter futures.

Together, we can change the world one voice at a time!

WHAT WE DO

- We offer weekly community choirs and singing projects that bring singing back into everyday life
- We welcome all people, regardless of age, race, religion, disability or disadvantage
- We research and celebrate how the neuroscience of singing makes us happier, healthier, smarter and more creative
- We help people connect to joy, wellbeing, friends, mentors, skills, networks and employment
- We empower people to find their unique voice and give back to others through the Wish List
- We invite like-minded groups to join us in making the world a better place.

WHY WE DO IT

For some, choir is a way to de-stress after work. For others, it's a first glimpse into Australian life after arriving here as a migrant, asylum seeker or refugee. For others, it's an opportunity to connect to networks, skills and employment. It's all about joy, freedom and inspiration.

When diverse voices sing together, people can more easily connect to whatever they need in life... friends, mentors, wellbeing, new skills, self-esteem, employment and more.

Creativity Australia believes unleashing a community's collective creative potential can achieve incredible social and economic outcomes.

Empowered individuals and supportive communities are better placed to solve society's big challenges, such as cross-cultural integration, unemployment, mental illness, low economic productivity, skills shortages, loneliness and isolation, family fragmentation, homelessness and more.

Neuroscience proves singing connects the neural pathways in the brain differently and releases endorphins, making people healthier, happier, smarter and more creative. From this position, people are more capable of asking for, receiving and giving help.

This is why we're the passionate leaders of a singing movement... to build communities and change the world, one voice at a time!

THE ROLE: PROGRAM COORDINATOR

Reporting to the Program Manager

We are seeking an inspirational, self-directed, multi-skilled and big picture program coordinator to undertake the following:

1. Program coordination
 - Implement and support the operation of the *With One Voice* program
 - Monitor and update all *With One Voice* program policies
 - Empower and mentor volunteer choir coordinators to deliver all programs at a local level
 - Consult with existing and potential new choirs as to their needs and requirements
 - Conduct program evaluation and a member survey
 - Work with the Program Manager to build the *With One Voice* program and establish new choirs in new communities.
 - Liaison with the venues and community conductors (community leaders) as required

2. Community partnerships management and development
 - Maintain existing relationships with program partners
 - Maintain partnership agreements and regular communication of partnership impacts/benefits
 - Build collaborative working relationships with relevant stakeholders in the local choir areas to grow awareness of, support and participation in the program
 - Develop new partnerships for the programs with community agencies and other NFPs, local government and businesses.

3. Volunteer development
 - Oversee the choir volunteer program including recruitment, orientation, training and mentoring
 - Create and deliver in collaboration with the Program Manager, volunteer development activities
 - Build a strong volunteer leadership group to support the sustainability of the choirs on a local level
 - Develop and maintain regular processes of communication, support and recognition

4. Administration and Marketing Assistance
 - Be a detail-oriented, productive and efficient member of a small, busy and high functioning team
 - Provide reporting to Program Manager, Board and Funders
 - Monitor and oversee our data collection and entry systems to ensure integrity and ease of reporting
 - Maintain accurate records through use of database, other computer, shared online and central filing systems
 - Update website and CRM systems accurately and promptly
 - Assistance in creating EDM newsletters, other collateral and marketing materials

THE KEY COMPETENCIES YOU WILL NEED TO DO THIS

Skills

- Excellent program coordination and big picture, creative thinking abilities
- Effective partnership management, marketing and business development skills
- Leadership, persuasion and influencing skills
- Excellent verbal and written communication
- Highly organised with ability to prioritise and problem solve
- Well-developed emotional intelligence and team building skills
- Concise reporting skills and attention to detail
- High level typing and computer skills (please identify your knowledge of various programs and systems)
- Experience with a CRM system and data entry/analysis

Experience

- You will have a minimum 3 years of relevant experience from either a not-for-profit, arts or community development background
- Proven track record of developing strong partnerships with Government, business and community stakeholders
- Coordination of programs that achieve and exceed financial, quality, participation and impact targets
- Experience establishing systems to implement and automate core business functions
- Experience developing and managing volunteer programs
- Demonstrated leadership and motivation of people, especially volunteers

Attributes

- Well-developed network of community, business and government that you are prepared to engage
- Entrepreneurial and autonomous self-starter with initiative to not only identify and develop new opportunities and partnerships but deliver clear results (e.g. Ideas on how to develop our programs and grow participation and financial support will be welcomed.)
- Social media and design skills will be an asset
- Capacity to be flexible and undertake the range of duties efficiently in a variety of contexts and times
- Empathy when dealing with people from diverse cultural, linguistic, religious and socioeconomic backgrounds
- Social conscience and passion for social enterprise, community and the arts

Other

- Location based in Melbourne, and will be covering operations based across VIC, Qld, SA, ACT and NSW with further national growth expected
- License & own car

Applications will be considered in order of receipt and no later than 18 May 2018. This position is available immediately.

To be considered applicants must send a cover letter detailing 5 points about what makes them the perfect candidate along with their CV and salary range (bearing in mind we are a small charity) to nathan@creativityaustralia.org.au
Please note, we cannot accept phone enquiries about the role.