

Communications Advisor
6 month fixed-term
Not-for-profit Environmental Organization

Sustainability Trust is seeking a Communications Advisor for a six-month term beginning April 2012. The position is to cover a 6-month maternity leave and we need you asap.

This is an opportunity to work with a busy not-for-profit organization tasked with reducing environmental impacts in the Wellington region. We employ a staff of approx. 30 people with a focus on practical services and advice for all Wellingtonians. We will be also soon be moving to downtown Wellington from our Newtown offices and establishing an EcoCentre which will provide an exciting new opportunity to engage the public.

You'll be working as part of a friendly team to provide communications advice and support. It's a varied role with a wide scope across a range of Trust programmes. Your tasks will include writing and editing for web and/or print, creating communications material, providing communications advice to our managers and staff, organising public events, promoting Trust programmes, and assisting with development of the EcoCentre experience to name a few. The role is focused on implementing internal and external communications activity, aligned with an over arching strategic plan.

You'll be a great team player, but able to work autonomously to complete assignments to deadlines. You'll need well developed writing skills, in-depth knowledge in WordPress, InDesign, and Photoshop, and have strong organisational skills. Your ability to manage relationships with a wide range of people and to multi-task will be valued in this busy (and at times frenetic) environment.

Over the six-month appointment we will seek your assistance:

- to promote the Wellington Curtain Bank activities
- advise and produce signage and displays for the EcoCentre
- to promote our E-waste recycling programme
- to promote the insulation and heating programme
- to promote the Home Advice service
- produce our Annual Report
- maintain and develop our website
- publish a monthly e-news letter
- and other tasks as appropriate

Ideally, you will have at least 3 years experience in communications and a good understanding of the community sector would be a real advantage. For more information on the trust visit our website www.sustaintrust.org.nz

The position is a full-time 6-month contract appointment, with an expected salary range of \$50,000 - \$55,000.

If you are interested in working for us or have any questions, please send your CV and a covering letter to:

Phil Squire
Chief Executive
phil@sustaintrust.org.nz