



## **Position Description: MASG COORDINATOR**

### **About the Mount Alexander Sustainability Group ( MASG):**

MASG is a beacon for sustainability in the region. We lead and innovate by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with tax deductibility status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. Self-directing community-based interests groups and projects are linked and supported through a Coordinating Group (CoG) which any member may attend and be involved in decision-making. Projects and activities are initiated and developed through a Mobilising Committee. MASG staff participate actively in management through the Operations Committee. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy. All members and staff may attend all MASG meetings.

### **About this Position:**

The coordinator is part social networker, part community enabler, part sustainability legend and full time agent for change. Ultimately the role is the buzz that enables the MASG wheel to turn by ensuring the key organisational systems of MASG are happening – and communicating.

We are seeking someone who understands how convening and enabling community contributes to social change. The coordinator brings excellent listening and communications skills and solid understanding of governance processes in a member led organisation. A natural ability to motivate self and others will accompany an enthusiasm for grasping opportunities and turning them to MASG gold. They embody the MASG style and culture.

The coordinator reports to the Coordinating Group (CoG) and Committee of Management (CoM).

### **Work Responsibilities:**

- Coordinate the governance structures of MASG:
  - make CoG and CoM happen
  - make the Operations and Mobilising Committees happen encouraging all staff and volunteers to be engaged
  - ensure that agendas are developed, decisions are recorded and distribute outcomes to relevant people
- Coordinate and communicate MASG business:
  - ensure that priority projects meet their milestones and obligations to funders
  - engage with finance and fundraising activities
  - assist with volunteer and member engagement
  - assist with the coordination of Spokesperson tasks
- Ensure smooth running of the office including:
  - meeting and greeting people with an inspirational smile , channelling people's enthusiasm to the appropriate part of MASG
  - coordinating, directing and guiding and enabling the Volunteer Leaders for Office Administration, Fundraising and Events, Membership and Volunteer Development n
  - keeping an overview of projects and activities and raising issues at Operations or Mobilising Committee meetings
  - fixing the photocopier, juggling the stall, making the place look and feel great
- BEING THE HUB of ALL MASG ENERGY!

### **Fun responsibilities:**

- Nurturing a culture that is respectful competent creative accessible diverse inclusive diverse and transparent and fun
- Connecting people and ideas
- Brightening people's days
- Building social networks
- Capturing and telling stories
- Creating a culture of openness and sharing

### **The expected outcomes**

- CoG and CoM, Operations and Mobilising Committees run smoothly, record keeping on decisions is compliant and actions are followed up
- Funded projects meet MASG priorities and are delivered to the satisfaction of the funders  
Members are kept informed of MASG events and opportunities for involvement

### **Skill set**

- Excellent listening skills and ability to identify and enable solutions
- Superior spoken and written communication skills including the ability to work with a range of audiences
- Ability to work within an asset-based community development framework

- Understanding and experience with governance processes
- Solid competence with computers including facility with word-processing, web-based applications and social media.
- Excellent writing skills for the web, submissions, reports and media releases

### **Personal Qualities**

- Knows how to nurture a culture that is respectful, competent, creative, accessible, diverse, inclusive, open and transparent
- Sound judgement and comfort working autonomously
- A low stress “can do” attitude
- Initiative, accountability and enthusiasm

### **CONDITIONS of APPOINTMENT**

**Please note that MASG has wage parity and a flat organisational structure where workers are expected to work collectively. A COM member will be nominated as the key contact point for employment and to provide direction when needed to the employee.**

Note also that working to bring about change can be stressful in a small town. If needed, confidential mentoring from outside MASG can be organised.

**Hours:** 8 hours per week (minimum) (there is the potential to increase this dependant on resources)

**Pay rate:** **\$32.80 per hour** not including superannuation (9%), work cover (4%) and sick leave.  
[The pay rate is currently under review ]

Length of contract: 12 months

Reports to: Committee of Management .