

POSITION DESCRIPTION

Position Title: Events and Community Engagement Coordinator

Provider	JCU Community Garden Working Group
Campus Location	Cairns
Position Type	This is a voluntary position.

Position Overview

The Events and Community Engagement Coordinator's role is to create and maintain a seasonal events calendar. This includes working with the Community Garden Coordinator to organise and manage working bees, finding people willing to hold workshops at the garden, organising community get togethers etc. This role will involve liaising with the Social Media and Communications Coordinator and providing them with details (including a short write up) of each community garden event to be posted on social media.

The community engagement aspect of this role will involve networking and developing relationships with individuals and businesses who may wish to get involved in the garden, run workshops etc. Also networking with musicians who might be interested to play at social events.

The Events and Community Engagement Coordinator will become a member of the JCU Community Garden Working Group. The Working Group is the primary governance body for the Community Garden; it meets monthly.

The primary role of this position is organising events and engaging the community.

Secondary roles of the position include:

- Relationship building
- Stakeholder management
- Project management
- Education

Preferred Skills and Experience

1. Interpersonal communication
2. Engaging communication strategies
3. Passion for community gardens
4. Self-driven
5. Passion for community gardens and community
6. Leadership

JCU Community Garden Governance Structure

Notes:

- GM= Garden Member
- All but the Community Garden Coordinator roles are voluntary. The role specific coordinator roles included in this diagram are examples only - we may want more or less of these as the garden evolves.
- The Community Garden Working Group is the primary governance body for the Community Garden. The Working Group meets monthly. The arrows indicate reporting lines for internal JCU governance and management purposes.

