



**POSITION DESCRIPTION**  
**Assistant Coordinator (part-time)**  
**(Six months position)**

**Role:**

The Assistant Coordinator is to work under the direction of the Coordinator to assist in the following tasks.

**Information and displays:** Assisting the Coordinator in preparing information and display resources including newsletter, bulletins, posters and website updates

**Events:** Assist the Coordinator with planning and conducting public information events.

**Representation and Liaison:** Representing CCC when requested at meetings and negotiations convened by government, semi-government and community groups.

**EIS and Research:** The drafting of Environmental Impact Statement and other submissions and undertaking research and analysis of environmental issues as directed by the Coordinator.

**Skills/Selection Criteria:**

1. Ability to assist in co-ordinating community groups in relation to environmental issues, and to meet deadlines and operate both independently and in a team environment.
2. Capacity to rapidly acquire knowledge of environmental issues within Central Queensland.
3. Strong research and report writing skills.
4. A Degree in Science, Environmental Science, Natural Resource Management, Politics, or equivalent experience.
5. A high level of computer skills
6. Possession of a current Drivers License and willingness to travel and spend nights away from home to attend meetings, conferences and training courses.

**Employment conditions:**

The Project Officer job is part time<sup>1</sup> (nominally for 5 hours per day) 20 hours p.w., for a fixed term, with a commencing pay rate of \$25.00 per hour (before tax) plus 9.5% superannuation. Flexible working arrangements and actual hours are to be determined by mutual agreement with the Coordinator. CCC complies with National Employment Standards<sup>2</sup>.

Where you are required to travel for work away from Rockhampton, CCC will cover your vehicle costs at the rate of 37c/km. This does not cover daily travel between your home and work, but will normally apply to trips of greater than 50 km. You will also be reimbursed for other expenses such as meals and motel accommodation while away from your home base. Expense claims should be lodged as soon as possible or at the latest by the end of each month.

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<sup>1</sup> <https://www.fairwork.gov.au/employee-entitlements/types-of-employees/casual-part-time-and-full-time/part-time-employees>

<sup>2</sup> <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>