

## Community Development Officer (Volunteer position)

*Position - Community Development officer*

*Job type - Volunteer, Remote work*

*Reporting to - Managing Director*

*Time commitment - 3-6 hours week*

Green Karma is a not-for-profit organisation. We join the dots between food choices, health and the environment so that our society and the planet could heal and become healthier. We work with the schools, community, local government and food businesses to promote clean foods (WholeFoods Plant Based).

We invite applications from individuals with excellent communication skills or years of experience of communication, networking and relationship building.

**Who we are looking for** - someone who is passionate, diligent, mature and proactive. You want to take on this because you are passionate about our cause and want to support it in your capacity.

**Position Summary:** The Community Development Officer is primarily responsible for building relationship with local community groups and local government. You would participate in community events and relevant community + council meetings on behalf of Green Karma. This position will contribute to the delivery of best practices of community development and will work to ensure that Green Karma's promotional and positioning activities are engaging the local community.

### KEY RESPONSIBILITIES/OUTCOMES

- Contributes to relationship building with local government, community groups, schools and residents etc
- Develops strategies for making Green Karma a welcoming place for the broader community
- Works to ensure the local community is engaged with the organisation
- Drives community awareness about the events and projects run by Green Karma (GK)
- Drives participation of the local community in the events and projects of GK
- Identifies and builds strong relationships with all the local stakeholders
- Participates in local community events and council meetings on behalf of the organisation

## **SELECTION CRITERIA**

### Essential

- Excellent written and oral communication skills
- Strong networking and relationship-building skills
- Proven ability to think and plan strategically with excellent analytical and problem-solving skills
- Well-developed interpersonal and negotiation skills
- Value cooperation over competition
- Adaptable to embrace change, when needed and use your initiative to find more efficient ways of working
- Comfortable working with collaborative teams
- Understanding of using digital technology and social media or willingness to learn it

### Desirable

- Understanding of the food security issues, clean foods or broader environmental issues

## **POLICIES AND WORKPLACE PRACTICES**

All Green Karma volunteers/staff are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected that at all times, volunteers will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times
- Ensure client, staff and organisational confidentiality is maintained at all times.