



## POSITION DESCRIPTION

JOB DESCRIPTION	
<b>Job Title:</b>	<i>The Jam Project Coordinator</i>
<b>Job Type:</b>	<i>Part Time (8 hours per week) / Hybrid</i>
<b>Department/Location:</b>	<i>131-133 Hawthorn Road, Caulfield Junction 3161</i>
<b>Manager/Supervisor:</b>	<i>CEO</i>
The Organisation	
<p><b>NCJWA Vic</b> is driven by a profound commitment to championing the rights and empowerment of girls and women. Our existence is dedicated to creating meaningful change through impactful programs and advocacy initiatives that address the unique challenges faced by women. By fostering equality, diversity, and inclusivity in the community and society in general, we envision a world where every woman, irrespective of background, can live up to her potential.</p>	
Role	
<p><i>The Jam Project is looking for a new Coordinator to oversee and support the development and implementation of its program. The Program Coordinator ensures program quality and performance related to recruiting, screening, matching, budgeting, monitoring and closing the relationship with the Mentor and Participant. The coordinator communicates with the Mentor, parent/ guardian, and Participant throughout the match.</i></p>	
KEY DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• To manage the operations of The Jam Project</li> <li>• Including the development and distribution of program marketing materials, and presentations to targeted organisations including schools, businesses, and funders.</li> <li>• Perform and oversee participant screening/interviewing, training of volunteers, matching, support and supervision, session planning and coordination, events, and closure activities.</li> <li>• Develop and manage relationships with schools and community-based organisations.</li> <li>• Attend and coordinate steering committee meetings as required.</li> <li>• Work in line with the quality assurance requirements to ensure The Jam Project complies with the Children, Youth and Family Act 2005 and Child Wellbeing and Safety Act 2005.</li> <li>• Participate with staff in the development, implementation, and evaluation of strategic plans for The Jam Project.</li> <li>• Maintain appropriate and up-to-date records of the work undertaken.</li> </ul>	

<ul style="list-style-type: none"> <li>• Develop and implement the parent/participants Information sessions.</li> <li>• Assist in the planning and running of group supervision sessions for Mentors as required.</li> <li>• Organise annual events for the program.</li> </ul>	
<b>OTHER DUTIES/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Attend bi-monthly WIP meetings.</li> <li>• Contribute to EDMs as required.</li> <li>• Attend NCJWA Vic events throughout the year (approx. 5-6 per year).</li> </ul>	
<b>SKILLS &amp; EXPERIENCE</b>	
<b>Required Qualifications:</b>	<i>Bachelor's degree preferred with emphasis in social work, psychology, volunteer management, and/or education</i>
<b>Required Experience:</b>	<ul style="list-style-type: none"> <li>• Two or more years' experience in mentoring and youth development, working within community organisations and/or schools preferred</li> </ul>
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>• Knowledge of child and adolescent development and individual and family life cycles preferable.</li> <li>• Ability to relate and communicate well with others.</li> <li>• Have expert knowledge of mentoring program policies and procedures.</li> <li>• Extremely strong organizational, writing, verbal, and interpersonal skills.</li> <li>• Ability to provide practical support as part of a plan for assisting mentors in their mentor relationships.</li> <li>• Experience in working with/supervising volunteers.</li> <li>• Ability to prepare written reports, maintain records/data and manage time effectively and efficiently.</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Experience in the not-for-profit or community sector.</li> </ul>