

Mayors' Taskforce For Jobs Coordinator (Part-Time, Fixed Term)

The Role:

This role has a focus on supporting our local job seekers and rangatahi (youth) into training and/or employment, within the Kawerau District. The Mayors' Taskforce For Jobs role is responsible for delivery of the MTFJ programme for Kawerau, and this includes:

- Assisting local job seekers referred from MSD and rangatahi to obtain employment
- Providing support to them during training and/or employment, and
- Networking in order to develop partnerships that ensure the success of this programme.

Administration and reporting are also requirements of the role, along with social media management and budget responsibilities.

This role is 20 hours per week, and will be working alongside the current Mayor's Taskforce for Jobs Coordinator; and is funded until 30 June 2026.

The Person:

We are looking for candidates who can demonstrate a strong understanding of employment systems and placements, experience working with youth and understanding their needs, and an understanding of MSD products/services. Strong business and industry networks, particularly in the Kawerau Community, will be useful; as will experience in project, time, financial and database management.

If you are a self-starter, positive and energetic, have a passion for community development, and offer a high standard of interpersonal/relationship and communication skills, and if this opportunity has caught your attention, we look forward to receiving your application.

You must be eligible to work in NZ, and hold a current NZ Class 1 drivers licence (or equivalent).

Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, and Police (Children's Act) vetting.

The Position Description and Application Forms are available from our website:

<https://www.kaweraudc.govt.nz/about-council/careers/vacancies>

Email your Cover Letter, CV and Application Form to: vacancy@kaweraudc.govt.nz

Applications close 5pm on 10 October 2025.



M Godfery
Chief Executive Officer