



HEREFORDS
Australia

POSITION VACANT – Youth Coordinator

Located in Armidale NSW, Herefords Australia represents the interests of, and provides services to, some 1,600 Members nationally. Member services include breed registrations and inventory, DNA processing, certifying live exports of breeding stock, marketing and communications, breed development and promotional activities, commercial breed development programs, member accounts and participation in breed and/or industry R&D projects.

Herefords Australia is seeking to employ a casual Youth Coordinator to assist in all aspects of the company's youth activities. Being a casual role, hours of work are flexible, as is location in which the employee can be based.

Duties & Responsibilities

- Coordination of Herefords Australia Youth activities
- Support and guide the National Youth Committee
- Work closely with the management and staff of Herefords Australia to deliver consistent programs and initiatives to attract and retain youth members
- Provide support to the state youth groups

Essential Criteria

- Experience with similar youth programs
- Ability to guide and mentor youth
- Friendly and engaging demeanour
- Well-developed computer skills and experience especially with the Microsoft Office Suite and the internet.
- Excellent attention to detail and extraordinary organisational skills
- Ability to work well with others and on your own
- Demonstrated capacity to be proactive
- The ability to exercise integrity and discretion in handling confidential information.
- Ability to attend relevant youth events throughout the year

Hourly rate, plus superannuation at current award and government prescribed levels is on offer. Reporting to the General Manager, the successful candidate will be part of a small, dedicated team servicing the needs of Herefords Australia Members nationally.

Written applications outlining relevant experience and skills including a current resume should be emailed to:

Mr Andrew Donoghue
General Manager
Herefords Australia Limited
recruitment@herefordsaustralia.com.au

Applications Close: COB Monday 16th of September 2019.