



Auckland
**Women's
Centre**

Single Mums on Sundays Coordinator

The Auckland Women's Centre is a vibrant feminist community agency providing a range of services for women, such as Women's Support (support, information, advice and referral), counselling, support groups, learning opportunities, a high school feminism project, community events and a library. We work in collaboration with other women's groups to encourage community development initiatives and to advocate collectively for gender equality.

The role – for more info please see the Job Description

We are looking for a person to coordinate and facilitate Single Mums on Sundays (SMOS), which runs on the last Sunday of the month from 12.30-3pm. This is a welcoming, non-judgmental space for single mums to meet other single mums and gain support. The successful applicant will be passionate about supporting single mums, and have strong people skills and coordinating skills.

Hours of work

The Coordinator will work approximately 10 hours on each event, with a total of 11 events per year - 10 SMOS plus Single Mums and their Children Christmas Party – usually held on the second Sunday in December. The Coordinator will keep a timesheet and the hours may be increased if the Manager feels this is necessary.

Start date

As soon as possible.

Interview times

The job interviews will be held on Wed 30 May between 11.45am and 2.45pm.

Wages and conditions

\$25 per hour, with a performance review and salary review in six months. We provide a warm and collegial working environment and five weeks' annual leave.

Applications

Please supply a covering letter, a copy of your curriculum vitae and a completed application form providing two verbal referees which must reach akcentre@womens.org.nz or the Centre, before 10am, Thursday 24 May.

Please note: no application will be considered without a brief covering letter and a completed application form.