

PROGRAMMES COORDINATOR

Rape Prevention Education - Whakatu Mauri (RPE) delivers high quality and effective education programmes and prevention initiatives in schools, workplaces and the wider community. We are looking for a highly organised person with a great eye for detail to join our motivated and creative team. This key role coordinates and schedules all our programme deliveries and meetings and provides support to our team.

We want to hear from you if you have:

- Excellent verbal and written communication skills
- High proficiency in Microsoft Office suite with advanced skills in Excel
- Great time management and problem solving skills
- A positive can-do attitude
- Experience coordinating projects and people

RPE a non-profit organisation providing education, advocacy and information on sexual violence prevention in Aotearoa/New Zealand communities and is committed to working in partnership with Tangata Whenua.

Applicants for this position must have NZ residency or a valid NZ work visa.

To apply please send in your cover letter and CV by 5.00pm, 20th October 2017 to:

info@rpe.org.nz

www.rpe.org.nz

www.bodysafe.nz

