



EXECUTIVE OFFICER

(Part-time, 20 - 25 hours per week)

The Wakatipu Wildlife Trust is a community conservation trust based in Queenstown. Our vision is to create and maintain a predator-free environment throughout the greater Lake Wakatipu area to enable our birds and other native wildlife to flourish.

We are seeking a **Part-time Executive Officer** to help us grow and develop so that we can achieve our conservation goals. You will provide admin support to the Trust, seek out and apply for funding, and grow and support the base of conservation volunteers in the Wakatipu. A key element of the role will be raising the profile of the Trust and increasing local engagement.

To be considered for the role, you will require proven experience of the following:

- Excellent written and spoken English skills.
- Experience with creating successful funding applications.
- Local knowledge, preferably with an understanding of NZ conservation.
- Excellent relationship building and engagement skills.
- High levels of organisation and time management.

The successful applicant will need to be set up as an independent contractor and be available to work for 20 - 25 hours per week.

For more information or to apply please send a cover letter and CV to Penny Clark at

penny.clark@qldc.govt.nz or call 021-640-974.

Applications close at 5pm on Friday 7 September 2018.
All applicants must have the right to work in New Zealand.