

Job Vacancy

**Board Administrator (part time, permanent role)**

Youth SouthWest Christchurch Trust (YSWC) is a not-for-profit organisation working with young people (11-25 years old) in the southwest of Christchurch (Rolleston, West Melton, and Hornby). YSWC has long established relationships with their communities and network partners. Our 24-7 youth workers and Tūmanako alternative education teachers are passionate about connecting with young people, journeying alongside them and empowering each one to develop into the best people they can be ([yswc.net.nz](http://yswc.net.nz)).

YSWC is seeking a part time administrator to support the work of the Trust. You will be self-motivated and bring proven administrative, planning, note taking and organising skills to the role. Being a team player who also enjoys working independently and has a non-judgemental attitude are also key. Having some knowledge of preparing funding applications would be an advantage.

Specific hours of work are the subject of negotiation and are shaped around the monthly board meeting which currently meets on the third Wednesday of each month from 4:30 pm. It is anticipated the role will involve 10-12 monthly hours.

A full Job Description is available on request by contacting [gerald.bradfield@hopechurch.net.nz](mailto:gerald.bradfield@hopechurch.net.nz) or if you wish to speak with one of the trustees, you may contact [shary@vargomentoring.nz](mailto:shary@vargomentoring.nz)

Preference is for an Independent Contractor but we would consider part time permanent.