

## 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, 20<sup>th</sup> October 2017 to:**

[info@rpe.org.nz](mailto:info@rpe.org.nz)

[www.rpe.org.nz](http://www.rpe.org.nz)

[www.bodysafe.nz](http://www.bodysafe.nz)

