



Community Development Officer - *Job Description*

About Us

The Multicultural Council of Tasmania (MCOT) is Tasmania's peak body representing the interests of culturally, linguistically, and religiously diverse communities. MCOT is a small, not-for-profit, incorporated organisation with four (3) part-time staff, an elected volunteer board, and a membership consisting of multicultural community organisations as well as individuals. MCOT is based in Hobart, with an office in Launceston.

About the Role

The Multicultural Community Development Officer role is an exciting and rewarding role that is responsible for supporting the development of ethnic organisations and individuals in relation to the social and cultural life of their communities. Working in a small team environment, this important role will be responsible for supporting a number of priority projects aligned with our strategic objectives. You will also be encouraged and empowered to identify new opportunities that support our diverse communities.

In addition to supporting the broader organisation objective, the Multicultural Community Development Officer is expected to work closely with our Multicultural Community Development Manager with the day-to-day operations of the Multicultural Hub. This includes facility management, customer service, inductions and general office duties as directed.

To be successful in this role you will need demonstrated experience in project management and excellent communication skills. You will be an adaptable team player and have the ability to be flexible to the ever-changing needs of our community. You will have a can-do attitude to support all aspects of the organisation.

Essential Selection Criteria

- Demonstrated ability to work effectively with CALD communities and target groups specifically refugees, migrants, international students, and women
- Demonstrated high-level interpersonal skills and ability to work with communities, and members from diverse cultural backgrounds
- Demonstrated ability to plan and deliver events and projects under limited supervision
- Demonstrated customer service skills and ability to solve problems in a culturally respectful manner
- Ability to work in a team environment and be flexible and adaptable in a challenging yet rewarding working environment

- Actively contribute to positive teamwork in all areas of our organisation, in a truly inclusive and diverse workplace environment
- High standard of written and verbal communication and collaboration skills, including negotiation, interpersonal and facilitation skills.

Performance Criteria

- Plan and deliver priority projects as directed, ensuring adherence to grant deliverables
- Support the planning and delivery of MCOT's community events, including, but not limited to Harmony Week celebrations, Women's Networking Sessions, Community Cultural Celebrations and the Tasmanian Multicultural Employers Conference (MTEC).
- Coordination of day-to-day logistics for the Multicultural Hub, including developing relationships with suppliers and service providers.
- Manage a portfolio of community organizations and implement strategies that aim to build community capability and capacity.
- Contribute to the development of an annual business plan aligned with our strategic plan that includes the implementation of continuous service improvement, ongoing feedback processes and stakeholder engagement
- Contribute to MCOT's external communications including newsletters and social media.
- Identify and submit grant opportunities that align with MCOTs strategic priorities, including supporting applications on behalf MCOT members.
- Identify innovative ideas that support the strategic priorities of MCOT.
- Monitor project deliverables and budgets.
- Provide monthly reports to the CEO including relevant information required by funding bodies as required.

The following traits will be looked upon favourably.

- Qualifications in project management, and/or event management.
- Experience in community development, grant applications and/or drafting reports.