



## COMMUNITY ENGAGEMENT OFFICER

- Flexible working arrangements
- Work with a great team, in an incredibly rewarding role
- Add value to your community
- Employee Assistance Program

### About us

CapRescue (Capricorn Helicopter Rescue Service) is a vital, life-saving service, providing the fastest and most efficient means of rapid deployment of medical and rescue teams to major accidents, workplace incidents, inter-hospital transfers, counter disaster and search and rescue missions to the communities of Central Qld.

A community based, not-for-profit, registered charity, our Service provides a world class, dedicated aerial search and rescue helicopter with full aeromedical and counter disaster capabilities. Encompassing an area of over 350,000km<sup>2</sup> we keep a community of more than 300,000 people safe.





### About the role

Based in Rockhampton, the role offers the opportunity to be a part of a fantastic, diverse and dynamic team making a positive impact on the local community. The Community Engagement Officer (CE) will be eager to assist the Fundraising & Community Engagement team in the running of community events and programs that generate vital revenue and promote the CapRescue brand. Your key responsibilities will include (but not be limited to):

- Sourcing support from local businesses including membership with our Rescue300 Club, signing up to our Workplace Giving program, sponsoring our community events and sourcing raffle and event prizes.
- Assist the Fundraising & Community Engagement team as required including administrative tasks, helping to organise our events, coordinating hangar visits, writing grant submissions, and contributing to the annual marketing and fundraising plans.
- Development and implementation of a Community Engagement Plan.
- Representing CapRescue at external events and promoting our brand favourably whilst raising funds.
- Digital communication support.

### About you

Reporting to the Operations Manager, you must be highly energetic and motivated, community-minded and looking to contribute to a great team environment yet be able to work autonomously at times.

You will have:

- Three years minimum experience in a similar role. Or demonstrated experience in fundraising and/or sales.
- Exceptional relationship management skills.
- Ability to work with targets (key performance indicators).

- Strong verbal, written and interpersonal skills, including experience presenting to community organisations and executives.
- Flexibility to regularly attend weekend events and after-hours activities as required to promote our cause (reasonable time in lieu will be available).
- Strong time management skills, the ability to multi-task and be highly organised.
- Extensive experience in using Microsoft office.
- Be able to regularly set up and take down displays at events.
- Current Driver's Licence.

Please note all employees must comply with Queensland Health's immunisation & vaccination mandates in a healthcare setting and be willing to undertake a valid Police check.

### How to apply

We assess all applications based on merit. If you are interested in this position please attach a resume and cover letter.

If you have any questions about this role, please email [jobs@caprescue.org.au](mailto:jobs@caprescue.org.au)

### Applications close:

As soon as the right person applies!

