



Position Title:	Project Coordinator and Executive Assistant
Location:	Wellington, Aotearoa New Zealand
Reports to:	Manager, Conservation Impact
Direct reports:	0

Purpose of the Position

We're on the lookout for a talented administrator to help us deliver a transformational programme of work whilst supporting the activities of our Chief Executive.

By joining WWF-New Zealand you'll become part of one of the world's largest conservation organisations and have a vital role to play in our work to create a future in which people live in harmony with nature.

In Aotearoa we have a particular focus on advocating for marine protection and accelerating nature-positive climate action. With thousands of our native species at risk of extinction and climate-related natural disasters becoming more frequent, you'll have the opportunity to work on some of the most important and topical issues of our time.

The Project Coordinator and Executive Assistant will be a part of a multi-disciplinary team that is leading a significant and wide-reaching work programme aimed at significantly expanding marine protection in Aotearoa in ways that uphold Te Tiriti o Waitangi.

You will support the delivery of the work programme by coordinating our reporting against key milestones and budgets, supporting the team to identify and manage risks, and undertaking administrative tasks like booking travel and scheduling meetings, preparing meeting agendas and minutes, and other tasks on an as-needed basis.

Alongside project coordination work, you will support the activities of WWF's Chief Executive by managing her diary and inbox, and assisting with key administrative tasks such as coordinating the agenda for our weekly staff meetings.

Our ideal candidate will be a self-starter with outstanding attention to detail, a strong team player, highly organised, and able to problem-solve and think creatively about addressing issues/risks when they arise.

What you will do

Project Coordination

- Maintain a detailed understanding of current work programme priorities and context.

- Prepare and maintain up-to-date documentation (e.g. project schedules, financial reports, risk registers).
- Collate and prepare data for reporting.
- Coordinate responses to information requests and draft routine communications.
- Arrange meetings and events including all logistics (e.g. travel and room bookings, preparation of agendas). Support meetings and events with minute-taking, document preparation and distribution, and the chasing-up of actions.
- Identify critical issues and risks and ensure they are constructively raised and addressed within the team.
- Manage knowledge and information to ensure it is secure, current, and that appropriate access protocols are applied.

Executive Support

- Manage the Chief Executive's diary to ensure maximum efficiency and focus on priorities.
- Assist in the arrangement of meetings and events - including all logistics, minute taking, and document preparation and distribution.
- Ensure the Chief Executive is prepared for meetings and other commitments by identifying and ensuring required papers are provided, or other information is available within required timeframes.
- Manage telephone calls, emails, and correspondence and act or redirect as appropriate.
- Provide general administrative support to the Chief Executive, including printing and photocopying, making travel arrangements, etc., and establishing and maintaining systems (e.g. document and database/information management).
- Proactively identify issues relevant to the Chief Executive and their areas of focus and strategic objectives.
- Build strong and effective relationships internally and externally to facilitate supporting the Chief Executive.

Commitment to Te Tiriti o Waitangi

- Continually work to build capacity and confidence in embracing and honouring te ao Māori, including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

Key relationships

Internal:

- Conservation Impact Manager
- Conservation Impact Team
- Other team members engaged in our oceans work programme, including contractors
- Chief Executive

- Finance and Administration Manager
- WWF International Network

External:

- External team members engaged in our oceans work programme
- Key stakeholders and senior leaders in business, government, and civil society who are active on environmental issues
- Suppliers
- WWF supporters and the general public

Your key skills and experience

You will have at least three years' of relevant professional experience. You will be skilled in administrative and/or executive support, and possess excellent general administration skills including document and diary management.

Ideally, you will have experience using project management tools and templates, an ability to monitor budgets, and an aptitude for collating data and producing reports.

You will be strongly detail-focussed, with an ability to work under pressure and meet deadlines. You will have sound critical analysis skills and judgment, and a proven ability to prioritise effectively.

You will have excellent relationship management skills and an ability to work autonomously and as part of a team.

While it would be beneficial to have experience in the not-for-profit sector, a passion for connecting the public with conservation and nature is critical.

Our preferred candidate will also appreciate the dynamics of a not-for-profit organisation with limited resources, so will be willing to roll up their sleeves and provide support where and when it's needed.

Required:

- A relevant tertiary qualification in business administration, project management, or other relevant discipline.
- Three years' workplace experience in executive support and/or project coordination.
- Outstanding attention to detail.
- Excellent communication skills.
- Intermediate to advanced knowledge of MS Office with specific focus on Word, Excel, PowerPoint, and a proven ability to learn and work with new applications.

Desirable:

- Experience in work related to conservation or the not-for-profit sector.
- Experience supporting cross-functional teams.

Your key personal attributes

You will be:

- Committed to WWF's values and passionate about protecting our environment.

- Able to work cooperatively with others and open and approachable in your manner.
- Able to manage competing priorities on your time in a fast-paced environment.
- Able to work autonomously and as part of a team.
- Willing to assist with wider team priorities and support team-members.
- Able to demonstrate integrity, inspire trust, and resolve conflict.