

Program Development Co-ordinator

Employer: Community Wheels Inc

Work Type/s: Contract for six month

Classification/s: Business Development & Sales

Sector/s: Not For Profit (NFP)

Location: Parramatta and Cumberland

About the organisation

Community Wheels Inc. is a not-for-profit organisation located in Northmead. It specialises in the provision of transport services for the elderly, younger people with disabilities and their carers who require accessible and affordable transport options in the City of Parramatta and Cumberland Council areas.

Due to the rapid expansion of the organisation, we are looking for a Program Development Coordinator to promote our organisation to the broader community and to bring in new business and sponsorship.

The role of the Program Development Co-ordinator is to engage with the local Community and ethnics communities, within City of Parramatta and Cumberland areas and beyond, to research, inform and grow business opportunities for Community Wheels Inc. The successful applicant will need to have proven skills in sales as well as presentation and communication skills. The position requires a team player who can work with appropriate team members to help cost and implement new business.

A Job Description is available from our office. Please send your resume to pallavi@communitywheels.org.au

Closing date: 8th February 2019