



Communications Coordinator Role Description

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POSITION	Communications Coordinator
RESPONSIBLE TO	General Manager
HOURS	5-10 hours (flexible, to be agreed)
POSITION OUTLINE	This part-time role is responsible for creating and coordinating clear, engaging, and values-driven communications across social media, newsletters, and basic marketing materials. The role helps strengthen connection with supporters, volunteers, funders, and the wider community.
KEY RESPONSIBILITIES	<p>Social Media</p> <ul style="list-style-type: none"> • Create, schedule, and manage regular content for social media platforms • Develop engaging posts that reflect the voice, values, and impact of KIN • Work with the team to identify and share stories, updates, and milestones • Monitor basic engagement and flag messages or comments where needed <p>Newsletters & Email Communications</p> <ul style="list-style-type: none"> • Assist with drafting regular newsletters and updates • Gather content for inclusion in communications <p>Marketing & Design Support</p> <ul style="list-style-type: none"> • Create simple visual content using Canva or similar tools • Develop basic promotional materials such as flyers, posters, and digital assets

KEY ATTRIBUTES

- Experience in communications, marketing, social media, or content creation.
- Strong writing skills with the ability to communicate clearly
- Confident using social media platforms (Facebook, Instagram and LinkedIn)
- Experience with Canva or similar design tools
- Well organised and able to manage tasks independently within limited hours
- Alignment with community-focused or not-for-profit work