



Position Details	
Position title	Program Coordinator, MyNT
Service area	Learning and Development
Location	Darwin, Palmerston, Casuarina
Classification	SCHADS Industry Award - Level 3.1
Reports to	Director Learning & Development
Direct reports	None
Hours	Casual; maximum 10 hours per week
Date approved/registered	February 2024

THE ORGANISATION

Melaleuca Australia is a specialist organisation that supports humanitarian entrants, migrants and people from culturally and linguistically diverse (CaLD) backgrounds of all ages, settling in the Northern Territory of Australia. We work in partnership with a network of individuals, community groups, government and non-government sectors to support successful settlement for our clients. Melaleuca Australia also provides a generalist employment service as part of the Workforce Australia AMES Alliance.

PROGRAM STATEMENT

Multicultural Youth Northern Territory (MyNT) is a youth led initiative aimed at empowering young people of all backgrounds to:

- o Voice their views
- o Influence decisions impacting multicultural youth in the NT
- o Access support with skills to make their ideas come alive.

ROLE

The Program Coordinator, MyNT will work with the MyNT Committee to develop and improve strategies to engage young people from CaLD backgrounds. You will ensure that services and tools are youth-focused and comply with local and national frameworks.

KEY RESPONSIBILITIES

Demonstrate professional interactions with youth and stakeholders at all times. The Program Coordinator, MyNT will be responsible for:



A. Coordination

- o Leading the development of a work plan to engage with multicultural youth in Darwin
- o Identifying skills and interests of young people to participate as members and to form the initial steering committee
- o Support the formation of a youth steering committee
- o Facilitate and collaborate with the MyNT steering committee to develop plans to engage a broader section of young people from multicultural backgrounds
- o Coordinating the program deliverables in line with the approved Annual Work Plan
- o Engaging with youth service providers locally and nationally to expand MyNT's networks
- o Coordinate activities that bring youth together
- o Supporting with special projects associated with MyNT as directed.

B. Administration

- o Providing general administrative duties and assistance across the program including the convening of the steering group and record keeping of meetings
- o Ensuring the effective storage of relevant and confidential program documents
- o Support the MyNT committee administratively
- o Supporting communication and marketing activities including drafting of social media communications, and production of fliers and brochures to promote events
- o Assisting with the drafting and collating of reports, maintaining service and program records and tracking any inventory
- o Assisting with records and information gathering relevant to the effective coordination of MyNT.



Selection Criteria

Key Essential

1. Experience in youth work, community services or related field
2. Demonstrated understanding of issues affecting young people from multicultural backgrounds
3. Experience with assisting and supporting young people from CaLD backgrounds
4. Experience with program managements and monitoring performance including design and operation of service, and meeting targets
5. Capability to work independently and in a team as well as manage projects
6. Ability to build positive partnerships with stakeholders and service providers
7. Ability to work to Key Performance Indicator (KPI) and deadlines
8. Experience with office management software like MS Office (MS Excel and MS Word, specifically)
9. Strong organisation skills with effective problem-solving and attention to detail
10. Excellent written and verbal communication skills

Licences/clearances (essential):

1. Current valid Cass C driver's licence
2. Current Police Clearance
3. Current valid NT Ochre Card (Working with Children clearance)

AGREEMENT TO THIS POSITION DESCRIPTION

Employee Name: _____

Employee Signature: _____

Date: _____

Manager's Signature: _____

Date: _____