

## POSITION VACANT

# Centre Manager (Permanent Part-time)

**39 hours per fortnight (3 days at 6.5 hours per week)**

An opportunity has arisen for an enthusiastic, self-motivated and highly dynamic person to lead the team at the Yongergnow-Ongerup Community Resource Centre (CRC) & Yongergnow Australian Malleefowl Centre. Yongergnow Centre is a multi-purpose facility that includes customer and visitors services, a café, a wildlife sanctuary and a State Library branch.

The successful applicant will possess highly developed computing skills in word processing and desktop publishing, excellent office and human resource management skills and the ability to work in a team environment. Duties will include (but not limited to) implementation of policies, adherence to current and future government funding contracts, grant writing, and the supervision and training of staff.

Remuneration as per Social, Community, Home Care and Disability Services Industry Award 2010 depending on qualifications and experience.

### **About Yongergnow-Ongerup Community Resource Centre Inc:**

We are a community managed not-for-profit organisation providing a diverse range of community services to the regional community of Ongerup and surroundings. We work in a partnership arrangement with a variety organisations, the main one being DPIRD in the delivery of key services to the community.

These services and programs include but are not limited to:

- Information Technology Services;
- Secretarial Services;
- Community project management;
- Community workshops and events;
- Volunteer development service;
- Facilitation of Training;

We are contracted by Yongergnow Inc to run the co-located Yongergnow Australian Malleefowl Centre and Café. We also work in partnership with Shire of Gnowangerup to deliver State Library Services to the Ongerup community.

For a full Job Description Form/Selection Criteria, please contact the Ongerup CRC on 9828 2325 or at [manager@ongerupcrc.net.au](mailto:manager@ongerupcrc.net.au)

Forward your cover letter, addressed selection criteria and CV (including 2 current references) to:

Mrs Roslynn Thompson, Chairperson, Yongergnow-Ongerup CRC, PO Box 20, Ongerup  
WA 6336, marked "Confidential".

Applications close 4pm Thursday 24th September 2023.