



# Executive Officer Position

## Peter Westblade Scholarship Inc.

### Position Description

- The PWS Executive Officer is responsible to the Peter Westblade Scholarship Committee Chair
- Time commitment is estimated at 1 to 2 days per month for normal duties; potential to require more time during the scholarship application process and PWS presentation dinner.
- Remuneration – to be negotiated
- There is no office for PWS, location of work can be flexible.

### Responsibilities

1. Scholarship Activities
  - a. Coordinate the annual application and interview process
  - b. Liaise with recipients and mentors to plan scholarship activities during the 12 month scholarship period
2. Fund Raising
  - a. Identify fund raising opportunities
  - b. Organise and coordinate fundraising events.
3. Manage the website; Facebook page
4. Attend PWS Committee meetings, record and distribute minutes (approx. 3 per year)
5. Other activities as directed by the PWS Chair and committee

### Criteria & Essential skills required

- (i) Good communication skills
- (ii) Strong organisational skills
- (iii) Self-motivated
- (iv) Event management
- (v) Ability to work unsupervised and within a team environment
- (vi) Understanding of rural issues (not essential however desirable)
- (vii) Computer skills – email, website, Facebook, Microsoft (word; excel; powerpoint; and publisher)

### Duration

12 month contract (3 month probation); renewable after 12 months

### For more information contact

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