



Manning Valley Neighbourhood Services Inc

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web: www.mvns.org.au
ABN: 79 194 271 854

4th June 2014

Dear Applicant

High quality applications are sought for the following positions:

- *Bushland Enterprise Project Coordinator and*
- *Bushland Enterprise Hospitality Coordinator*

with Manning Valley Neighbourhood Services.

Interested applicants should follow the process outlined below:

1. Download the information package for the job you are interested in applying for
2. Read through the overview of the objectives of this project/enterprise
3. Read through the job description
4. Address **each criteria separately** for the job you are applying for and submit your application **before close of business on Friday 20th June**.
5. NB: Ensure you will be available on **Thursday 19th June** for an information session at the site – **please contact me asap to organize a time**
6. Applications should be emailed to manager@mvns.org.au

Regards

Caron Watkins
Manager

Application Package

Please find the following information in this package:

- ❖ Job Description for each position
- ❖ Essential Criteria for each position
- ❖ Salary and Award Information for each position
- ❖ Funding Information

Applicants are required to:

- ❖ Fully answer **all** Criteria separately
- ❖ Provide a current Resume
- ❖ Provide copies of relevant certificates and supporting documentation
- ❖ Provide names and telephone numbers of **TWO** work related referees **who know your work well**

Applications are to be:

- ❖ Emailed to the Manager on manager@mvns.org.au

These positions are offered on fixed term contracts with possible extensions to be negotiated.

Remuneration packaging is available to appropriately qualifying staff.

Late applications will not be accepted.

If you require any further information please phone the Manager on 65535121.

We look forward to receiving your application.

Sincerely

Caron Watkins
Manager