



## **inDigiMOB PROJECT COORDINATOR F/T**

\$65,000-\$75,000k per annum, plus superannuation, plus salary sacrifice

The inDigiMOB Project Coordinator has a key role in implementing the inDigiMOB project in remote Aboriginal communities across the NT. The Coordinator works with the Project Manager and project team to develop and manage a suite of relationships and ICT training programs on community to support the acquisition of digital skills, knowledge and awareness by community members. The position facilitates the establishment of a network of Indigenous digital mentors in remote communities and provides support to community partners and organisations.

The inDigiMOB project is a partnership between the Indigenous Remote Communications Association (IRCA) and Telstra.

### **Duties:**

The work of the inDigiMOB Project Coordinator involves:

- Identifying, brokering and managing relationships with community based organisations across the NT to deliver, host or champion the inDigiMOB project.
- Delivering digital skills workshops, projects and activities to community members and partner organisation staff.
- Coordinating and contracting trainers to deliver specialist digital workshops in remote communities.
- Supporting partner organisations and their staff to provide digital activities for community members and to identify local inDigiMOB mentors.
- Providing professional development opportunities to partner organisation staff and participants.
- Planning, designing and developing culturally and linguistically appropriate digital skills resources for inDigiMOB App, website and face to face programs.
- Assisting with project documentation, monitoring and evaluation.

*Aboriginal and Torres Strait Islander people encouraged to apply*

- Assisting with identifying and problem solving technical issues in relation to accessibility and affordability.
- Regular travel to remote communities in the NT.
- Be responsible for the appropriate use and safe maintenance of project facilities and equipment.
- Be responsible for the appropriate use and safe maintenance of vehicles.
- Any other reasonable tasks.

### **Terms and Conditions**

- 12 months contract with option for renewal depending on funding and performance against project milestones.
- 5 weeks annual leave
- 38 hours per week or agreed pro rata hours.
- Salary sacrifice option
- All other terms and conditions aligned to the National Employment Standards, Fair Work Australia.

### **Selection Criteria**

Tertiary qualifications and/or experience in media, IT, education, training or community development.

Demonstrated experience in delivering projects in remote areas, including working effectively with community based organisations.

Good knowledge of information and communication technologies including operation of computers and mobile devices, Apps, internet, online safety and multimedia.

Ability to design and deliver culturally and linguistically appropriate digital skills workshops with community based organisations and community members.

Strong written and verbal communication skills and ability to work effectively and cooperatively in a team.

Knowledge and experience of report writing and project evaluations.

Current Driver's License and 4WD experience or a willingness to be trained

Capacity to travel and undertake short-term stays in remote communities

Experience in working with Aboriginal communities, organisations and individuals.

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