

## Job Description

**Position:** Events Coordinator  
**Reports to:** Chief Executive Officer  
**Term:** Part-time, fixed-term contract

### About NZKGI

NZKGI is the kiwifruit grower mandated national representative kiwifruit growers' association. NZKGI was established to enhance the commercial and political interests of New Zealand kiwifruit growers and works on the industry's behalf to lobby change in policy, whilst retaining and building community and local government relationships.

NZKGI's vision is a strong grower advocacy organisation that leads growers and engages with industry partners. NZKGI's mission is to advocate, protect and enhance the commercial and political interests of New Zealand kiwifruit growers.

### Purpose of the Role

The Events Coordinator will assist with organising industry events and provide support to the Communications Portfolio.

### Key Accountabilities

- Provide support to the Project Coordinator in the organisation of the Bay of Plenty Young Fruit Grower competition, Cultivate Your Career and National Fielddays including:
  - a. Preparation of runsheets and powerpoint presentations
  - b. Assisting with website, ticketing, communications
  - c. Event setup and packdown
- Provide support to the Project Coordinator and Communications Manager on the organisation of the NZKGI 25<sup>th</sup> Anniversary and Pioneers Book launch
- Provide general administration support to the NZKGI team as required

### Competencies and Skills Required

- Very strong interpersonal skills
- Excellent verbal and written communication skills
- Has excellent organisation and time management skills
- Advanced knowledge of the Microsoft Suite
- Has creative thinking and problem-solving skills
- Has excellent attention to detail
- Can work both autonomously and within a team effectively
- Maintain a calm approach and professional demeanour at all times

### Education & Experience

- Tertiary qualification in a relevant discipline, or an equivalent combination of education and experience
- Minimum of 3 years previous work experience in a relevant role