

Project and Comms Lead Sought

Youth in Philanthropy Aotearoa (YIP) is an intergenerational movement of under-35s working in and around the philanthropic sector, backing each other to shift power, redistribute wealth, and build a future where communities hold power.

We are a safe and bold space for under 35s in philanthropy to land and thrive, and we've got some paid mahi that needs doing in service to our kaupapa.

We are looking for a **Projects & Comms Lead** to help drive YIP's projects, communications and wider mahi. This is a varied role, with opportunities to support the delivery of YIP initiatives, coordinate projects & events,, manage and update the YIP website, develop communications, and help bring ideas from the Exec and wider YIP community to life.

Find out more about us at <https://www.yip.org.nz/>

Projects & Comms Lead

This role is all about helping turn YIP's ideas into action, while making sure our work is communicated clearly and reaches the people it's intended for. You're someone who enjoys getting stuck into projects, keeping things moving and bringing ideas to life, but who also likes creating good content, telling stories and keeping people connected to what's happening across YIP.

You'll work closely with the Exec, workstream teams and other YIP members to coordinate and deliver projects, while owning YIP's day-to-day communications, website and social media.

Key responsibilities

- Work alongside the Exec, workstream teams and other YIP members to coordinate and deliver projects, helping to map them, track them and get them across the line
- Support the planning and delivery of YIP events, initiatives and other projects, including logistics, communications and follow-up
- Coordinate projects and contractors where required, helping ensure agreed work is progressing and delivered
- Process reimbursements and invoices, in conjunction with our fundholder
- Manage and maintain the YIP website, including keeping content and events/opportunities up to date
- Develop and distribute communications to the YIP network, including regular updates and our e-newsletter

- Manage YIP's social media channels and develop content that shares our work, opportunities and kaupapa
- Maintain YIP's annual events and key dates calendar and help identify opportunities to share with the network
- Support the development of communications and resources for YIP projects and initiatives
- Help capture and share what YIP is doing, including celebrating our work and the mahi of people across the network
- Work with the Operations & Partnerships Lead and Views and Voice Workstream Leads to make sure projects and communications are aligned with YIP's wider priorities
- Notice and pick up on opportunities to get things moving, and help keep momentum across YIP's workstreams
- Be a servant leader to our work and to our kaupapa, supporting members and workstream teams to bring their ideas to life

Aside from the skills and experience we list below, being a relationship weaver is an important part of this role, and experience (paid or unpaid) in volunteer/people management, project management, and the philanthropy/community or youth sectors would be a big bonus.

Key qualities

The sort of person we're looking for is a self-starter, team player, and organised servant leader with a respect for multicultural identities and marginalised people, and a belief in our kaupapa of reimagining Aotearoa's philanthropic systems to shift power, redistribute wealth, and build a future where communities hold power.

Reports and relationships

<i>You report to:</i>	Co-Chairs of YIP, Fundholder
<i>Reports to you:</i>	Leaders of internal project teams, and the people we contract with to run those projects
<i>Other key relationships:</i>	YIP executive team, Operations & Partnerships Lead, our funders, young people working across the philanthropic and community sectors, our other paid roles/contractors

Hours and remuneration

The role will be a contract position (meaning you'll need to invoice for your time and manage your own tax), paying \$45 NZD per hour. The role has an expected workload of 4-8 hours per week, depending on our level of activity. YIP is not an incorporated entity, so the successful candidate will sign a Contract for Services with our fundholder, the Gift Collective.

Location

We're a national organisation, so we're open to candidates anywhere in Aotearoa. We have key members based in Tauranga, Auckland and Wellington if you prefer more in-person time.