



Digital Equity Coalition Aotearoa

JOB DESCRIPTION

Job Title: Coalition Support Manager
Reports to: DECA Community Manager and Equity Advocate (CMEA)
Hours: 20 hours a week (Hours/days to be agreed and flexible)

About DECA

The Digital Equity Coalition Aotearoa (DECA) connects and supports the digital inclusion community in Aotearoa. Our mission is digital equity. We believe that every Kiwi should have clear, appropriate pathways to participate in digital life.

COVID 19 lockdowns have highlighted the digital divide. DECA grew out of the understanding that the causes of digital inequity are greater than any one organisation can solve. DECA has a bias to action and a commitment to a community-led systems change approach to digital inclusion mahi.

DECA shines a light on digital inclusion initiatives, identifies gaps, advocates, connects people and projects, offers space to collaborate and innovate.

We strive to be accessible and inclusive in our mahi. DECA is committed to Te Tiriti o Waitangi, learning about and from te ao Māori and integrating bi-culturalism into DECA governance, culture and systems. The successful applicant will share this commitment.

Summary of the Role:

Each day will bring different opportunities to create stability and sustainability for DECA, as this is a newly established role.

Key tasks include;

- Admin wizardry - streamlining and developing systems, policies and processes scheduling meetings, basic finance work, invoicing
- Stewardship Group support - booking flights and meetings
- Support for constellations and key mahi - note taking, producing summaries of hui, facilitating communication flow back to DECA team and Stewardship Group, identifying content for comms platforms
- Event organising and support.

Qualifications/Experience and skills:

- A good team player and communicator but equally content to take initiative and work independently with the ability to anticipate and adapt
- Can be flexible with your time, happy working remotely and with occasional expenses-paid travel to hui
- Comfortable working in Google Workspace, Excel, Slack and Mailchimp or willing to learn
- Detail oriented and systems-minded

- Experienced in event-organising involving big zoom hui and webinars
- Excellent communication written and verbal skills
- A comms eye and experience in social media management helpful

Applicants must be aligned to the DECA kaupapa, bring a Te Tiriti future-focussed lens and be committed to co-creating a more equitable world.

\$40/hour, 20 hours a week. Initially a six month contract with potential to become a permanent position.

Send CV and cover letter or short intro video through to info@digitalequity.nz to apply. Please check out the DECA website before applying.

www.digitalequity.nz

We look forward to hearing from you.