



CARPENTARIA SHIRE

Outback by the Sea

Position Vacant **COMMUNITY SUPPORT OFFICER**

Normanton

Permanent, full – time position

Assist in the coordination of Council's events!

We are seeking a well-organised, friendly, and outgoing person to provide **high level support** in the coordination and preparation of civic, community and in-house events such as staff training and functions. Reporting directly to the Manage Economic and Community Development, you will be adept at **developing promotional material** and will be able to keep **multiple projects** moving in a timely manner.

Previous experience in **event organisation** and/or **promotional work** will be highly regarded. In addition, you must be enthusiastic, motivated and have outstanding people skills. Please visit Council's website for a full position description. Applications must be made online at www.carpentaria.qld.gov.au

Queries may be directed to Cherie Schafer, Manager Economic and Community Development, on 4745 2200.

Please note, Council offices will be closed from 20 December 2021 and will re-open 4 January 2022.

Applications close at **Friday, 14 January 2022 at 5.00pm.**

Mark Crawley
CHIEF EXECUTIVE OFFICER
15 December 2021

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