



Nelson/Marlborough Coordinator

- **Part time opportunity**
- **Permanent role**

Interpreting New Zealand is a not-for-profit organisation which has established a strong reputation over the past 23 years for delivering high quality interpreting services. We provide a large number of interpreting services to government, private and non-government organisations. We are about to start operating in Nelson and Marlborough and we are looking for a person to represent us to both interpreters and clients in the region. Initially the position will be for 15 hours per week, with the possibility of an increase in hours over time.

We are seeking someone with solid administrative experience and, ideally, also an in-depth understanding of interpreting. Preference will be given to candidates who are already familiar with the Nelson/Marlborough environment and with other service providers working in the refugee and migrant sector. Additionally, you will demonstrate the following skills and qualities for this role:

- Excellent relationship-building and net-working skills
- Excellent communication skills, both written and oral
- Strong organisational & time-management skills
- The ability to work independently while actively participating as part of a wider team
- Commitment to working in a multicultural, not-for-profit setting.

To learn more about this role, check out the attached job description or contact Robyn Pask on 04 916 2463 or via email: robyn.pask@interpret.org.nz. If you are interested in applying, please send your CV and a letter of application via email to info@interpret.org.nz.

Applications close at 5:00 pm on Wednesday 15 August 2018.

Only people with the right to work in New Zealand may apply for this position. For advice on obtaining a New Zealand work or residence visa visit www.immigration.govt.nz.