

Join the Coastal Restoration Trust of New Zealand!

Positions Available: Trust Administrator and/or Communications Advisor

Location: Remote (within New Zealand)

Hours:

- Trust Administrator: approx. 10 hours/week
- Communications Advisor: approx. 20 hours/month

About Us

The Coastal Restoration Trust is a nationwide charitable organisation that works with communities, iwi, scientists, and authorities to restore and sustainably manage Aotearoa's coastal ecosystems using indigenous species. Since 2007, we've been at the forefront of coastal restoration through research, education, and community engagement.

Please note: Both positions are offered on an **independent contractor basis**, not as an employee role. The successful applicant will be responsible for their own tax, ACC levies, and other business-related obligations.

Your Opportunity

We are seeking passionate and organised individuals to join our team. You can apply for either the Trust Administrator role, the Communications Advisor role, or both if you have the skills and availability. If you also have experience with event management, there may be an opportunity for further hours in the lead up to, and during, our annual conference, but this is not a requirement.

Key Responsibilities

Trust Administrator (10 hrs/week):

- Financial admin using Xero (invoicing, reconciliations, reporting)
- Board and Steering Group support (meeting coordination, minutes, communications)
- First point of contact for Trust (phone and email)
- General admin (Dropbox, membership database)
- Co-ordinate information requests from Coastcare groups and public
- Fundraising support (sponsor communications, funding applications)
- Event support (conference and workshop organisation)

Communications Advisor (approx. 20 hrs/month):

- Create and distribute quarterly e-newsletters
- Manage and update website and social media content
- Support conference marketing and communications
- Co-ordinate responses to media requests
- Promote CRT initiatives including awards and scholarships
- Assist with implementing the communications strategy
- Support Administrator when needed, including organizing meetings and taking minutes if Administrator is away

What You'll Bring

- Strong organisational and communication skills
- Experience with digital tools (Xero, Dropbox, Campaign Monitor, CMS, social media)
- Ability to work independently and remotely
- A passion for environmental restoration and community engagement

Why Join Us?

- Work with a purpose-driven, collaborative team
- Flexible, remote work environment
- Contribute to the protection and restoration of Aotearoa's unique coastal ecosystems

Ready to make a difference?

Apply now by sending your CV and a cover letter to [insert email/contact details]. Please indicate whether you are applying for the Trust Administrator role, the Communications Advisor role, or both.

Applications close 23 June 2025.

Learn more about us at:

[www.coastalrestorationtrust.org.nz](<http://www.coastalrestorationtrust.org.nz>)