# Secretariat to Disabled People’s Organisations (DPO) Coalition

**Contract Position**

The DPO Coalition has an exciting new opportunity available for an exceptional person to support us. The secretariat will provide a full range of administrative and executive support to the DPO Coalition and DPO Managers. This role will be challenging and rewarding. If you live outside Wellington travel will be required.

# Person Specification and Position Competencies

* demonstrated experience working in an environment in a similar role (experience may be in a voluntary or paid position);
* effective written and communication skills;
* an understanding of reasonable accommodation for disabled people;
* proven ability to provide the range of administrative skills required including attention to detail, and a systematic and organised approach;
* knowledge and proven ability in the use of the Microsoft suite of products;
* able to work flexible hours (varies from week to week);
* proven ability to work under pressure and manage workload;
* intuitively welcoming and inclusive of diversity.

Full details are contained within the position description.

The DPO Coalition advocates and promotes respect for an understanding of human rights in New Zealand society.

We support equal employment opportunities and encourage disabled people to apply.

To express your interest in this role please, send your CV and covering letter to [**us-dpo@groups.io**](mailto:us-dpo@groups.io)Your cover letter should describe how you are a good fit for this role.

**Applications close 5pm, Friday 2nd August 2024.**

The DPO Coalition comprises the Association of Blind Citizens of New Zealand (Blind Citizens NZ), Balance Aotearoa, Deaf Aotearoa, Disabled Persons Assembly NZ (DPA), Mana Pasefika, Muscular Dystrophy Association of New Zealand, People First New Zealand