



Part-Time Marketing and Membership Coordinator
One Mahurangi, Warkworth Business Association

One Mahurangi, Warkworth Business Association is seeking a part-time Marketing and Membership Coordinator to support our communications, marketing activity, and member engagement. This is a hands-on role suited to someone who enjoys working across digital content, events, and community-focused initiatives.

Reports to: Manager – One Mahurangi, Warkworth Business Association

1. Marketing and Communications

- Create content and manage Facebook, Instagram, and online engagement for the Business Association and the Warkworth Information Centre
 - Lead content creation and marketing campaigns across print and digital channels
 - Develop and implement the annual sponsor marketing and communications plan
 - Manage and update the One Mahurangi website
 - Produce fortnightly eNewsletters for members and the wider community
 - Share success stories and updates through digital channels, media, and PR
 - Manage sponsor communications to ensure they see clear value from their support
 - Support the Manager in growing Associate Membership
 - Work with Association members to identify and deliver marketing and promotional opportunities
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2. General Support Services

- Support the Manager to ensure the effective day-to-day operation of the Association
- Assist in promoting Warkworth as destination and a business hub
- Engage with members to identify opportunities and strengthen relationships
- Maintain and update the member database and CRM

- Set up new members in the CRM and ensure website listings are accurate and up to date
 - Schedule and coordinate meetings, including managing minute taker, setting agendas with host, and follow-up communication:
 - Full Committee Meeting – monthly
 - Transport Forum – bi-monthly
 - AGM – annually (September/October)
 - Other meetings as required
 - Organise and attend weekly Ops team meetings
 - Assist with the delivery of networking events, workshops, and business support initiatives
 - Manage email correspondence and liaise with stakeholders, the Manager, and Committee as required
 - File and manage documents in SharePoint
 - Carry out other tasks as reasonably required by the Manager
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Key Skills and Experience

Proficiency in the following tools is preferred:

- Meta Business Suite (Facebook, Instagram, Messenger)
 - Canva
 - Mailchimp
 - ChatGPT
 - Google Analytics and Google Workspace
 - Marketview Analytics
 - Microsoft Office
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The role may evolve over time following consultation, provided the overall nature of the position remains unchanged.

Applications close 10 April but will be considered as they are received.

Send Cover Letter and CV to Manager Richard Hutchinson manager@onemahurangi.co.nz

onemahurangi.co.nz