



Head Office
MMM Australia Ltd ABN 66 005 126 956
5/621 Whitehorse Rd Mitcham Victoria 3132 Australia
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MMM Project Department Vacancy

National Projects Co-ordinator – Volunteer Position

MMM builds, renovates and maintains properties used in Christian outreach. The role of the projects co-ordinator is the vital component in the delivery of these services to our partners.

Working out of Head Office in Mitcham Victoria, the Project Co-ordinator proactively with the regional project teams and oversees the assessment, planning, monitoring, documentation and co-ordination of all local and offshore projects involving MMM Volunteers.

The position requires closely working with MMM State Managers to ensure we engage correctly and effectively with applicant groups, while at the same time working affectively with MMM volunteers to achieve our aim of 'serving those who serve'.

Time management is your own in this key area, and as a volunteer you will be able to plan your time easily around the necessary duties and tasks. This role is approximately 2 days per week, with additional capacity to work remotely from a home office if necessary, with plenty of support from the broader MMM Team and specialists in our projects group. This position is available for a start as soon as possible.

The Project Co-ordinator will:

- Be a self starter with strong communication skills.
- Co-ordinate all project activities for local and offshore requests received by MMM.
- Ensure all project applications endorsed, meet with MMM established criteria.
- Establish initial contacts and develop a relationship with all applicant groups.
- Be responsible for overseeing the development and execution of all projects locally and Offshore in conjunction with MMM State Managers and Team Leaders.
- Co-ordinate the formation of Safari/Outback requests for assistance and teams of volunteers to carry out such work.
- Oversee management of MMM Safari planning by appointed MMM Staff.
- Co-ordinate promotional activities relating to MMM projects and volunteers.
- Develop and implement systems to guarantee smooth operations of all project activities.
- Implement systems to identify problems and solutions to the systems MMM has in place and systems that retain relevancy
- Facilitate delivery of Leadership Training, in tandem with WHS training.
- Initiate ideas sharing with State and offshore partners to build effective operations for MMM and its partners.



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- Be interested in and skilful in networking with churches, Missions, and all MMM's traditional partners as well as new contacts identified from time to time.

Essential qualities for consideration will be;

- A strong Christian faith that sees you actively involved in your local church
- Experience in project management or program control with a good working knowledge of project fundamentals and methodologies.
- Helpful but not compulsory will be a knowledge of building and maintenance industry and the processes involved in delivery service successfully.
- A desire to see the kingdom of God extended in every job we undertake.

Enquiries and applications:

terrence@mmm.org.au

If you would like to know more please call us on (03) 9837 2700 to discuss any questions you may have.