



Community Project Coordinator – Milford Job Description

Role: Community Project Coordinator – Milford

Organisation: Community Think, in partnership with the Milford Residents Association

Term: 16 hours per week

Starting October 2026 until July 2027

Flexible hours - will include weekend and evening work.

Must be available for a 30 minute in-person interview.

Rate: \$40 per hour

Contract: This is an independent contractor opportunity.

Location: Milford, North Shore, Tāmaki Makaurau – a mix of working from home and out in the community

Note: You will need your own laptop or device and a New Zealand driver's licence or a reliable way of getting around Milford. Community Think will cover email and basic online tools for the role (*jotform*, *google drive*, *mailerlite*) and there is a small discretionary fund for local travel, kai for meetings, printing and other practical costs.

About the role

In 2025, [Community Think](#) and the [Milford Residents Association](#) worked with local people to develop the [Milford Storm Recovery Plan](#) in response to the severe weather events in 2023. The planning process surfaced a strong desire for a more connected, informed and resilient Milford, and a clear set of local priorities to work towards. That plan now needs to move from paper into action.

We are looking for one local person to take up a nine-month Community Project Coordinator role and help turn the Milford Storm Recovery Plan into action. This is a hands-on coordination role, supporting the delivery of projects, events and community activities on the ground.

You'll work closely with residents, community groups and local organisations to get things organised, keep activities moving, and make sure the priorities identified in the Plan are progressed.

We're looking for someone who is organised, practical and good with people, with experience coordinating community projects, events or similar mahi. You'll be someone who can build relationships, bring people together, manage the details and make things happen.

You will be the key driver of this piece of work, but you won't be doing it on your own. You will have regular check-ins with the team at Community Think, and a local oversight group of Milford people to work alongside you and help shape decisions.

What you'll be doing

- Drive the delivery of the work plan, working with Community Think and the Milford Residents Association to coordinate activities, keep things on track
- Lead the Neighbourhood Connection Workshop-in-a-Box rollout, including recruiting and supporting five street champions, distributing kits, helping streets plan their gatherings and supporting the five pilot events from October.
- Build local participation and connections, working with residents, community groups, schools, businesses, faith groups and other local organisations, and promoting the initiative through local networks and communications.
- Support other priorities identified in the Milford Storm Recovery Plan
- Track progress and keep everyone updated, providing regular updates to the project groups on progress, upcoming activities, challenges, opportunities and anything that needs attention or a decision.

We are looking for someone who is

- Connected to Milford, with local knowledge and an ability to build relationships quickly.
- Experienced in project or event coordination, with experience managing people, logistics, activities or events from planning through to delivery.
- Warm, approachable and confident with people, able to work with a wide range of residents, groups and organisations.
- Organised, proactive and reliable, able to manage their own time, coordinate moving parts and keep things on track.
- Practical and hands-on, willing to get stuck in and make things happen.
- Confident promoting activities, including through social media, flyers, local networks and community conversations.
- Good at tracking and communicating progress, including identifying challenges and sharing clear updates with the project groups.
- Comfortable working independently, while being open to guidance, feedback and working as part of a wider team.

What's in it for you

This is a chance to shape something real in your own backyard, with the backing of an experienced team behind you. You'll grow your skills in community development, project coordination, and relationship-building, with support from Community Think and the Milford Residents Association throughout.

How to apply

Applications close at **5pm on Wednesday 30 September 2026.**

To apply, please fill in the short form here:

<https://form.jotform.com/262428121509049>

As part of your application, we ask you to submit a short video (no more than three minutes). In your video, please tell us:

- a little about who you are and what draws you to this role;
- about your connections in Milford;
- any experience that makes you a good fit.

Any questions about the role? Get in touch with Grace at

grace@communitythink.nz.