



New Zealand Family Violence Clearinghouse Information Assistant Position Description

The New Zealand Family Violence Clearinghouse (NZFVC) is looking to employ a part-time Information Assistant. The person will work with the Manager and Information Specialist to write and upload content to the NZFVC website and provide administrative support. The position is for 8 hours per week, on days to be negotiated with the successful applicant. The hours can be worked as four 2 hour shifts (preferably), two 4 hour shifts or similar per week.

The New Zealand Family Violence Clearinghouse is the national centre for family and whānau violence research and information. We provide information and resources for people working towards the elimination of family violence (including intimate partner violence, child abuse and neglect and elder abuse). The Clearinghouse is based at the University of Auckland, Tāmaki campus.

Tasks

- Search out and write up news stories for NZFVC website (new research, resources, reports, legislation, policy changes etc)
- Administrative support
- Other tasks as required

Attributes and skills

Essential:

- Strong written communication skills (able to write clearly, concisely and accurately)
- Critical literacy (able to critically analyse research and reports)
- Literature/database searching skills
- Computer literacy

Desirable:

- Experience in family and whānau violence research, policy and/or practice
- Experience using Drupal or similar website back-end content management framework

To apply:

Please send your application Nicola Paton, n.paton@auckland.ac.nz by **Friday 15 January 2016**.
(Please note: NZFVC will be closed and not able to respond to queries between 24 December 2015 and 11 January 2016.)

Applications should include:

- Brief cover email indicating your interest in the position
- Resume
- Academic transcript
- 1 example of your written work