



Job Description – Project Assistant

Part Time – Perth, Western Australia. 20 hours a week. \$25.00/hour

About Us:

Blue Tree Project is a not for profit within the mental health sector. Our mission is to help raise more awareness and kick the stigma that is still attached to mental health. We do this through various activities within the community and have grown considerably since 2019.

The blue tree now stands as a symbol across Australia and acts as a visual reminder for people to check in on their loved ones. We have helped start hundreds of thousands of conversations and galvanised communities by bringing people together.

Some of the events that we are involved with include; WA Day Festival, Dowerin Field Days, Charity bike rides and school talks. As well as our own events such as youth festivals, galas, mining visits and art shows. We target a wide range of people, right across Western Australia, hoping to have the biggest impact. We offer the opportunity to be involved in a unique company helping build a mentally healthy future.

About the Role:

Your role would be to assist the CEO and Founder, Kendall Whyte, with various tasks in a growing not for profit making an impact. This role will assist in all critical areas of business including (but not limited to) social media, event planning, resource development, program development and project management.

Key responsibilities include:

- Provide day to day support for the CEO
- Project management
- Assist with organising community-based projects
- Social media assistance
- Website updates
- Event day assistance at larger scale activations
- Basic administrative tasks – merchandise and diary planning

Skills & Attributes:

The ideal candidate will be a driven and reliable individual wanting to make a difference in their community. They will ideally have experience in some of the areas above and willing to learn. The candidate must also have a driver's license and car.

Benefits:

- Flexible working arrangement
- Opportunity to be involved in a range of exciting events and activations within various industries.
- Opportunities for the position to grow as the business continues to grow.

Website: www.bluetreeproject.com.au **Instagram:** <https://www.instagram.com/bluetreeproject/>

Apply: via email bluetreeproject1@gmail.com Applications close: 16th July 2021