

## New Zealand Lacrosse Interim Operations Coordinator Job Expectations

2022

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**Reports to** NZL Operations Manager or New Zealand Lacrosse (NZL) Board via NZL Chair

**Role Type** Independent Contractor, fixed term

**Hours** Part time (approx. 10 hours per week)

**Location** Can be located anywhere in New Zealand, to be performed from home

**Paid/Unpaid** A financial contribution will be made to the successful candidate payable via invoice at the end of each calendar month so long as expectations are being met

### Role Overview

The Interim Operations Coordinator role will support the day-to-day operations activities of NZL, as well as (where required) supporting the implementation of some of NZL's strategic goals and priorities.

This role will involve managing daily operational activities, including coordination with the operational committee and supporting two way communication with the NZL community.

### Role Responsibilities

- Liaise with NZL operational roles and regional members to support coordination of key tasks and events
- Coordinate and engage with the NZL Strategic Advisory Groups
- Provide regular updates to the NZL Chair (via the Operations Manager) of current activities and items requiring Board support and oversight

**The NZL Board holds the right to reduce the term of this role with 2 weeks' notice, should the requirement for the role end.**