



## **Position Vacant Community Support Officer – Permanent**

Paroo Shire Council is currently seeking suitable candidates for this vital role.

The Community Support Officer is a vital link between Council and the Community. Your role will be to connect people to the services they need and support the delivery of key programs within the Paroo Shire

This includes:

- Engaging with the community to encourage participation in Council run events, programs and consultations
- Supporting the local Interagency committee and the RADF funding program
- Providing timely and accurate reporting to relevant bodies

As a representative of Council, professionalism and the provision of courteous customer service is essential. You will be responsible for delivering a safe and welcoming workplace

This is a unique opportunity to work in our Community team and create amazing experiences for our residents

**While this role is Full time, Council is willing to look at flexible working arrangements for the right candidate**

**If you have:**

- **A positive and community minded focus.**
- **Attention to detail**

**Then this is the role for you. If you're interested, here's how to apply for the role:**

- Review the position description available at [www.paroo.qld.gov.au/employment](http://www.paroo.qld.gov.au/employment) or pick up from the front counter at the Council Civic and Community Centre, Broad Street, Cunnamulla.
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role.
- A targeted resume that highlights the experience that has prepared you for this opportunity.
- Send your cover letter plus your current resume to [recruitment@paroo.qld.gov.au](mailto:recruitment@paroo.qld.gov.au)
- For further information please contact the HR Officer at Council on (07) 4655 8400

**Applications close: COB Tuesday 14 December 2021**

**Cassandra White  
Chief Executive Officer, Paroo Shire Council**