

Role: Sector Support & Funded Program Coordinator

Responsibilities: assists early

childhood education and care services to develop capability around funding, regulatory compliance and professional development.

Role: Services Development Coordinator

Responsibilities:

responsible for driving new member recruitment, identifying and developing new member business opportunities, providing sector expertise to consultancies, training and individual projects

Role: Member Support Manager

Responsibilities:

responsible for providing leadership and supervision to CCSA's Member Support team, for providing information on governance and management, workplace relations. regulatory compliance and other operational issues and innovative and sustainable membership support

**Role: Administration** Coordinator

Responsibilities:

responsible for the overall administrative operation of CCSA including providing executive support to the CEO and General Manager.

Role: Consultancy & **Training Coordinator** 

Responsibilities:

responsible for client liaison, quoting and scheduling consultancy work or the delivery of training. Responsible designing, writing and delivering education programs using a variety of presentation methodologies and technologies.

Role:Graphic Design & Communications Coordinator

Responsibilities: is responsible for coordinating the communications and marketing team including writing, designing, and distributing content to promote CCSA's brand, services, and products to ensure that the brand remains top of mind

Role:Resource Officer

Responsibilities:

develop resources to support CCSA business units & programs, provide high level support to BSol clients, review & analyse industrial legisaltion and delivery of specialist consultancy services