



JOB TITLE: School and Community Coordinator

LOCATION: Tōnui Collab | 466 Childers Road, Gisborne

RESPONSIBLE TO: Director

Tōnui Collab is expanding our team! We're looking for a School and Community Coordinator who believes in the transformative power of STEM for our rangatahi and wants to help create equitable, inspiring learning opportunities across Te Tairāwhiti.

Tōnui Collab is a charitable trust with a mission to empower young people to experiment and explore the diversity of STEM* so that they might thrive. Tōnui Collab creates innovative STEM learning experiences for young people through school workshops, after-school workshops and school holiday workshops at our STEM Lab on the Mātai Research campus and marae-based wānanga.

**When we talk about STEM we are talking about the diversity and intersection of Science, Technology, Engineering, Maths and Mātauranga Māori.*

Tōnui Collab has several kaupapa including school group workshops, after-school workshops, and school holiday workshops for taitamariki and professional development workshops for teachers. Tōnui Collab kaupapa are facilitated reo rua, i te reo Pākehā me te reo Māori.

The purpose of this role is to coordinate school and community engagements, nurture relationships, and ensure smooth operations so that Tōnui Collab can deliver high-quality, culturally grounded STEM experiences.

KEY AREAS OF RESPONSIBILITY

Relationships and Engagement

- Build and proactively nurture relationships with principals, teachers, marae administrators, collaborators, parents and whānau.
- Ensure that every interaction (with tamariki, parents, teachers, or visitors) reflects Tōnui Collab values and creates a warm, positive, and culturally grounded first impression.
- Make and respond to phone calls and emails to generate bookings, answer questions, and coordinate events.
- Respond to enquiries from parents, teachers, whānau, and community groups with professionalism and empathy.
- Manage customer concerns or complaints in a positive, solutions-focused manner.
- Support the creation of a welcoming, inclusive, and safe environment for all manuhiri.

Workshop and Booking Coordination

- Manage scheduling, communications, and administration for school group workshops, after-school workshops, school holiday programmes, and community workshops.
- Manage and maintain the online booking system.
- Confirm workshop logistics with schools, marae, partners, and internal team members.
- Coordinate venue, equipment, and resource requirements to support seamless workshop delivery.

Operations and Administration

- Support smooth day-to-day operations of the Tōnui Collab
- Lead health and safety responses and ensure appropriate procedures are followed across various locations.
- Ensure supplies, equipment, and materials are stocked, organised, and ready for use.
- Assist with general administrative tasks as required.

Marketing and Communications Support

- Support marketing and communications activities.
- Help maintain and update website content, workshop information, and online presence.
- Contribute to newsletters and community updates where needed.

Workshop and Tamariki Support

- Support workshop delivery when required, including supervising tamariki and assisting STEMM Navigators.
- Help set up and pack down workshop spaces.
- Engage with tamariki in supportive, encouraging, and culturally affirming ways.

DESIRED SKILLS:

- Confident use of te reo me tikanga Māori
- Excellent organisational skills
- High degree of honesty and integrity
- Experience with Google Suite
- Energetic and positive self-starter
- High standard of communication skills
- Effective time management skills
- Commitment to ongoing learning
- Good with tamariki
- Positive relationships in the local community

KEY FUNCTIONAL RELATIONSHIPS

Internal

- Taitamariki
- Director
- Tōnui Collab team members
- Tōnui Collab Charitable Trust Board
- Collaborators

External

- Teachers
- Principals
- Parents/Whānau
- Mātai Research team members
- Community group leaders/administrators

WORK CONDITIONS

- This is a 15 - 20 hours per week position.
- This work will take place at Tōnui Collab's STEMM Lab on the Mātai Research campus, as well as various school and marae across the rohe.
- Tōnui Collab is committed to safe and supportive learning environments for all tamariki. The successful candidate will be required to comply with our Child Protection Policy.

SOUND LIKE YOU? We'd love to hear from you.

Please send your CV and a covering letter to shanon@tonuicollab.com, or call Shanon on **022 033 9791** for a kōrero. Applications close **Friday 23 January 2026**, but the position may be filled earlier.