



POSITION DESCRIPTION

JOB TITLE: Community Engagement Coordinator

REPORTS TO: Manager, Community Engagement

TERM: Full Time – Permanent

About the organisation

Crime Stoppers Victoria (CSV) is an independent not-for-profit organisation that partners with the community, media, and police to encourage people to prevent crime and to confidentially share what they know about unsolved crime or suspicious activity.

Established in 1987, CSV is a highly trusted organisation with outstanding brand awareness and community support.

About the role

Reporting to the Manager, Community Engagement, the position plays an important role in designing and delivering compelling activities and content that engages a range of audiences across the Victorian Community.

Success in this position involves the continued development of relationships with external stakeholders including local and state Government, community groups and Victoria Police. Working with the Community Engagement team, the position will provide valuable input into developing targeted approaches to engage the community. This role is made for someone who thrives at events, loves meeting people, and brings a natural energy to every interaction.

Job responsibilities

- Plan and coordinate CSV's representation at community events and roadshows, including logistics, setup, and pack-down.
- Develop, implement, and evaluate community engagement programs and campaigns, managing scheduling, budgets, administration, and stakeholder liaison.
- Deliver education and training sessions with Victoria Police, local government, community organisations, and education institutions.
- Build and maintain lasting partnerships with key stakeholders including Victoria Police, Department of Justice and Community Safety, local government, education institutes and community organisations and groups.

- Act as a face of the Crime Stoppers brand, engaging authentically across all facets of the Victorian community, including culturally and linguistically diverse and priority communities.
- Collaborate with the Marketing and Communications team to maximise the reach and impact of community engagement activities across CSV channels and media.
- Capture and share community insights, feedback, and outcomes to inform future campaigns, content, collateral, and activations.
- Maintain accurate program records, budgets, and reporting, including reports for the Board, Department of Justice, and Victoria Police SLA.
- Contribute to the grants process by identifying and scoping program delivery opportunities.

Your desired experience and attributes

- Qualifications in Communications, Community Engagement, Event Management or a related field, or experience in a similar role.
- Experience delivering community and stakeholder engagement projects, including project management, planning, delivery, and evaluation.
- Excellent interpersonal and stakeholder engagement skills.
- Ability to manage multiple concurrent projects and conflicting deadlines.
- Exceptional written and verbal communication skills.
- Computer literacy, including high proficiency in Microsoft Office.
- A strong understanding of the Victorian community and a demonstrated willingness to champion diversity.
- Experience working collaboratively to develop solutions and willingness to work in a cooperative and helpful manner with the team.
- Flexibility to work outside of regular business hours across Melbourne and regional Victoria, including weekend work.
- Current driver's licence and Working with Children Check essential.

What's in it for you?

You will love working for a not-for-profit community organisation that makes a difference to the lives of Victorians every day. You will feel enthused and passionate about doing your bit to keep the community safe and feel a real sense of pride working for an organisation and brand that the community thoroughly supports and trusts.

To apply, please do so on [Seek](#)