



HousingMatters

ACTION GROUP INC

WE'RE GROWING · SEPTEMBER 2026

Work With Us

We're a community-led organisation working on local housing solutions in the Bellingen Shire and surrounds. We're growing, and we're looking for people we can call on.

Ahead of recruiting staff, we're putting together a panel of contractors.

Any of these you?

HR wizard — remuneration frameworks, classification review (SCHADS a plus), position descriptions, workplace policies, running a recruitment process

Office admin legend — organising meetings and travel, committee secretariat support (agendas, papers, minutes), accounts administration and filing, setting up systems, keeping the office running day to day

Communications — comms strategy, media releases, collateral development, wordsmithing, social media and newsletters, photography and video, grant writing

Designer or web builder — branding, website design and build, templates, building our photo and graphics library, making documents pop

IT and AI wrangler — IT troubleshooting and tech support, cloud storage and file systems, Monday.com setup and reporting, hardware and security, helping a small team use AI tools well

Policy thinker — housing policy analysis, working with data, submissions and briefing papers

Project coordinator — specific projects as they come up, starting with standing up the Rural Housing Alliance

This is paid, funded contract work. Some of it is immediate — helping us put the scaffolding in place. Some may continue once our team is built.

Experience in the not-for-profit sector or in housing is a bonus, but not essential. We're just as interested in hearing from people who are good at what they do and are based in the Bellingen Shire or surrounding area.

Registering your interest

Send us your CV and tell us:

- the kind of work you most enjoy
- your availability



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- your rates, or an indication
- examples of your work, if that's relevant to what you do

To be considered in our first round, send your details by **Friday 25 September**. After that the panel stays open — we'll keep adding people as we go.

Happy to have a chat first if you'd prefer — give us a call on 0494 331 821, or email info@housingmatters.org.au.