



Charles Sturt  
University

## Work Placement Position

# Police Citizens Youth Clubs (PCYC) NSW Administration Assistant

Police Citizens Youth Clubs (PCYC NSW) is Australia's Preeminent youth organisation working with police and community to empower young people to reach their full potential.

PCYC NSW have over 100 different activities that can be run in clubs and communities across NSW.

We get young people active in life.

We work with young people to develop their skills, character and leadership.

We reduce and prevent crime by and against young people.

To find out more, visit [pcycnsw.org.au](http://pcycnsw.org.au)

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| <b>Subject:</b>             | <b>Session 1 (30):</b> BUS220 (70hrs), BUS370 (120hrs)<br><b>Session 2 (60):</b> BUS110 (35hrs), BUS370<br><b>Session 3 (90):</b> BUS110  |
| <b>Specialisation:</b>      | Business, Management, Marketing   |
| <b>Location:</b>            | Wagga Wagga   |
| <b>Availability:</b>        | 1 position  |
| <b>Further Information:</b> | Sample placement activities: <ul style="list-style-type: none"><li>• Assist with planning, promoting and managing events, e.g. major fundraising events and programs.</li><li>• Assist with developing and implementing marketing and promotional strategies.</li><li>• Assist with writing and editing marketing material.</li><li>• Review and/or update websites.</li><li>• Review and/or update databases.</li><li>• Review systems, procedures, manuals, documents and provide suggestions for possible improvements.</li><li>• Conduct research or other projects as requested by managers.</li></ul> |
| <b>How to Apply:</b>        | Email Cover Letter, Résumé, Academic Transcript and <a href="#">Authority to Disclose Information</a> to Brett Somerville ( <a href="mailto:bsomerville@pcycnsw.org.au">bsomerville@pcycnsw.org.au</a> ) or call 02 6921 5873 for further information.  |
| <b>Closing Date:</b>        | <a href="#">Closing Date</a>  |

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