

Job description

Position Title	Events Coordinator
Employment Benefits	10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	37.5 hours per week (Full time)
Responsible to	Manager Marketing & Communications

Volunteering WA

Volunteering WA's mission is 'to empower people and communities to enrich Western Australia', and our vision is 'A society where everyone is inspired to make a difference'. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer involving organisations, working to strengthen the sector and promote the benefits of volunteering.

The Position

Volunteering WA is recruiting an experienced **Events Coordinator** to join our Engagement team. In this full-time position, you will be responsible for coordinating our core events calendar, including our most prestigious and inspiring WA Volunteer of the Year Awards, International Volunteer Day Garden Party, and the State Volunteering Conference.

You will also identify opportunities for new events and engagement activities to connect and celebrate volunteering across Western Australia.

The Marketing, Communications and Events team supports Volunteering WA's **Engage** strategy, which is responsible for shining a light on volunteering by promoting volunteerism, fostering opportunities for participation and partnerships and creating ways to achieve our priorities; to Connect, Communicate and Celebrate volunteering.

Responsibilities

- Coordinate the end-to-end delivery of Volunteering WA's key events
- Liaise with event suppliers and services (venue, AV, catering, printers, graphic designers, photographers in the lead up to, during and post events).
- Achieve target participation and satisfaction levels from attendees, speakers, funders and sponsors.
- Produce and maintain event documentation as required, including run sheets, event briefs, supplier and speaker briefs, invitations, post-event debrief/feedback.
- Liaise with graphic designers and printers to produce event collateral, including presentation slides, award certificates, program booklets, invitations, social media graphics, and marketing materials.
- Coordinate and drive promotion of events including award nominations, registrations, and ticket sales.


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- Coordinate the awards nominations and judging, including online nomination forms, judging criteria, judging panels, communications to nominees, finalists and winners.
- Regular event reporting and maintenance of accurate records and contacts of attendees.
- Handle event registrations/tickets and attendee details through event software (Humanitix or similar); coordinate table plans and seating charts.
- Be the point-of-contact for event-related queries and direct the VWA Team and volunteer support on the day.
- Create and schedule content for Facebook, LinkedIn and Instagram for select Volunteering WA products/events using Hootsuite.
- Create simple social media graphics using CANVA; and liaise with graphic designer to produce larger pieces (pull up banners, flyers, infographics, as required).
- Increase traction and bookings for Volunteering WA's services and products through professional and fresh content for social media, website, and email campaigns.
- Contribute creatively and professionally to the strategic direction of the Volunteering WA team.
- Key performance measures for this position will be determined annually in accordance with the organisation's operational plans.

This role requires flexible work hours during 'peak' periods in event planning stages.

Selection criteria

ESSENTIAL	<ul style="list-style-type: none"> • Experience coordinating or supporting the coordination of) an Awards program and/or gala dinner. • Relevant qualifications such as Bachelor or Certificate in or Event Management, Public Relations, or Marketing. • A minimum of 2 years event experience in a similar role. • Accuracy and attention to detail and ability to juggle multiple event plans at once. • Excellent verbal and written communication skills, with proven ability to write professional and engaging content. • Experience creating and publishing engaging content for social media, website and newsletters to raise the profile of the events. • Experience liaising with suppliers and service providers including graphic designers and printers. • Experience using Eventbrite or Humanitix (or similar); and CANVA and/or Hootsuite. • Align with Volunteering WA's values – inclusive, collaborative, integrity. • Desire to meet own KPIs and support others in attaining theirs. • Standard C Class (Car) Drivers Licence.
DESIRABLE	<p>Desirable - but not essential as we can provide support and training.</p> <ul style="list-style-type: none"> • Experience working in the not-for-profit sector. • Experience coordinating (or supporting the coordination of) a conference or forum. • Experience using Epicha Mail, Jotform, Wufoo (or similar). • Experience using Microsoft Teams/Sharepoint.

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, board members, members and potential members • Volunteer involving organisations, volunteer resource centres and volunteers. • Suppliers who support our marketing and event activities. • Sponsors and media 	 <pre> graph TD CEO[CEO] --- EM[Executive Manager Engagement] EM --- MM[Manager Marketing & Communications] MM --- EC[Events Coordinator] </pre>

Please note

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a pre-employment check including a Police Clearance. The cost of the Police Clearance will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.