

Position Title	Events & Marketing Officer
Employment Benefits	Level 3 (SCHADS) Base Salary \$64,300 p.a. FTE 10% 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

About Volunteering WA

Volunteering WA's mission is 'to lead, advance and celebrate volunteering in WA', and our vision is 'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'. 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. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

The position

An exciting opportunity exists for a creative and driven Events & Marketing Officer to join the Volunteering WA (VWA) team. Working with the Manager Marketing & Communications, you will help support the delivery of VWA's calendar of events, including the WA Volunteer of the Year Awards, National Volunteer Week activities, International Volunteer Day Garden Party, and Volunteer Managers' Day Forum.

This position is a great opportunity for an entry-level Events Officer to work across a range of different events, gain marketing and communications skills and grow and develop in the craft of event management.

Your key responsibilities include

- Assist the Manager Marketing & Communications in coordination and delivery of large annual events, including an awards and gala dinner for 350 guests and a garden party for 500+ volunteers; as well as spontaneous small to mid-sized forums, meetings, and conferences (with 50 - 100 attendees).
- Help identify and activate new ways of delivering events to reach a wider audience, and help identify new events that align with VWA's mission to lead, advance and celebrate volunteering in WA.
- Duties include assisting with speech writing; liaising with suppliers; building and communicating with potential attendees; assisting with ticketing and table plans; obtaining quotes; and general events administration and support.
- Coordinating a small selection of internal events, including VWA's Annual General Meeting, volunteers' morning tea, and volunteer managers forum.
- This role will also provide support to our corporate volunteering team during peak periods to help coordinate and lead small groups from our corporate members at team volunteering activities.
- Providing marketing support to help prepare the monthly VWA e-newsletter; update the VWA website; and liaise with graphic designers for the production of marketing collateral, including brochures and event signage.
- Provide assistance to the Manager Marketing & Communications as required.
- Contribute to the day-to-day operations of VWA and respond to requests for support when required.
- Contribute creatively and professionally to the strategic direction of VWA.
- Key Performance Measures for this position will be determined annually in accordance with the organisation's Operational Plans.

Skills and experience: you will bring to the role

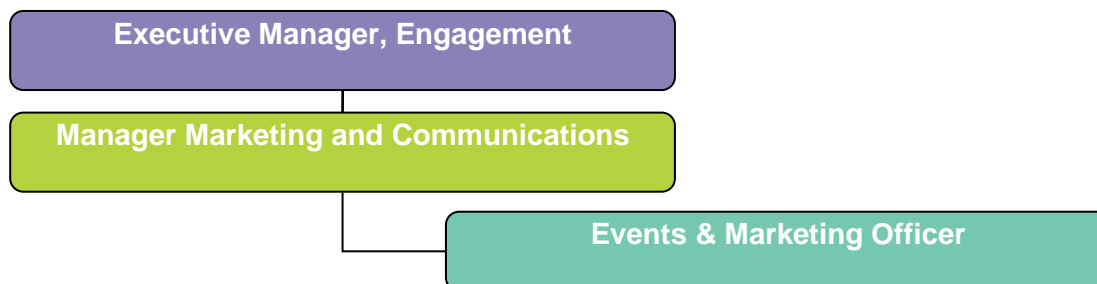
Essential

- Keen and genuine interest in marketing, communications and events.
- Relevant tertiary or TAFE qualifications in events management or communications (or similar).
- Ability to organise and prioritise tasks, meet deadlines and manage time effectively.
- Outstanding written and verbal communication skills.
- Self-motivated and the ability to work independently with a can-do attitude.
- A professional and friendly manner with excellent customer service skills.
- Willingness to work collaboratively, as part of a team and to share information and expertise.
- Demonstrated knowledge and experience with the Microsoft Suite (Word, Excel and PowerPoint) to produce professional documents.
- Ability to learn and adapt to the evolving requirements of Volunteering WA
- A valid WA Drivers licence.

A bonus! But not required (training and support will be provided)

- Experience updating websites and using CMS (such as Wordpress or Squarespace).
- Experience using electronic mail systems to produce e-newsletters (such as Epicha Mail, or Mailchimp).
- Experience of writing and scheduling social media posts for a business.
- Using graphic design programs such as Canva to create professional social media graphics.
- Experience working in the not-for-profit sector.

Reporting Structure



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.