

Job Description

Position Title	Events & Communications Coordinator
Employment Benefits	Level 4 (SCHADS Award) Base Salary 12% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	37.5 hours per week (Full time)
Contract Period	Permanent
Responsible to	Senior Manager Stakeholder Engagement

Volunteering WA

As the peak body for volunteering in Western Australia, Volunteering WA is the leading voice for volunteer-involving organisations and volunteers. We work to strengthen the sector and promote the benefits of volunteering across Western Australia. Volunteering WA's mission is *to empower people and communities to enrich Western Australia*.

The Position

The Events & Communications Coordinator is a key role in helping Volunteering WA engage and celebrate our two distinct stakeholders, being volunteers (members of the public), and our sector (volunteer-involving organisations).

The role is responsible for the coordination and delivery of Volunteering WA's annual events calendar, and community and member activations, through:

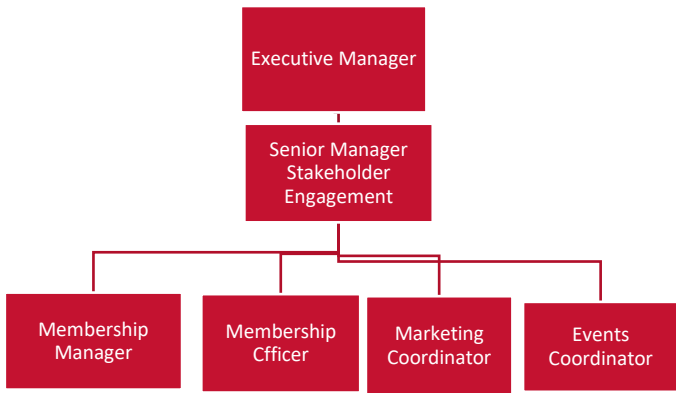
- The planning and end-to-end delivery of our core annual events calendar, including the very special WA Volunteer of the Year Awards program; the International Volunteer Day Garden Party; Annual General Meetings; and the biennial Volunteering WA State Conference; and
- Identifying and delivering smaller once-off community and member activations to celebrate volunteering throughout the year, such as member networking and panels, and community activities during National Volunteer Week and Youth Volunteer Week.

Responsibilities

- Proactive planning of a robust annual events calendar, as well as mapping in smaller engagement activities throughout the year based on capacity, organisational priorities, and funding.
- Create and implement detailed event plans, ensuring multiple events and activities are progressed simultaneously, and on time.
- Drive participation and attendance through proactive communication with stakeholders.
- Coordinate the Awards nominations and judging process, including nomination marketing, nomination forms, judging panels, announcements, and communications with finalists and winners.
- Meet with key Volunteering WA teams to plan community activations, panels and networking events to support organisational goals.
- Produce and maintain event documentation including event briefs, run sheets, invitations, MC Scripts and speaker briefs, seating plans and post-event feedback.
- Organise and liaise with suppliers ensuring invoices are paid on time, and in line with the Volunteering WA Budget.
- Coordinate invitations, attendee registrations and payments, ensuring timely communications.
- Create and publish simple social media posts and email marketing, and work with our graphic designer and Marketing Coordinator for larger pieces.
- Achieve high-quality satisfaction levels from attendees, speakers, funders, sponsors and members.
- Clear and timely communication with attendees, speakers, sponsors, funders, and participants.
- Undertakes other relevant responsibilities as required.

Selection Criteria

Essential	<p>Level 4 employees work with considerable autonomy, whilst being able to bounce ideas and collaborate with Managers and colleagues. You will be able to work within general procedures and guidelines, whilst also having the ability to develop goals and refine work processes.</p> <ul style="list-style-type: none"> • Align with Volunteering WA’s values – inclusive, collaborative, integrity. • 3-5 years+ experience in an events, public relations, or community engagement role. • Strong experience planning event goals and targets, coordinating event and program logistics, and recording event revenue and supplier expenses. Including, experience coordinating or supporting the coordination of an Awards program and/or gala dinner. • Relevant tertiary qualifications: in events, public relations, marketing, community engagement, business, or related field - or equivalent experience. • Familiar with using Canva to design simple event documentation and graphics. • Experience writing and publishing emails, communications, and social media to promote and encourage ticket sales, nominations, and speaker registration. • Experience using Humanitix, Eventbrite or other event registration platforms. • Organised and self-motivated, with the ability to manage competing priorities and work independently, with accuracy and attention-to-detail. • Strong interpersonal, customer service, and relationship-building skills – confident engaging with a wide range of people by phone, email, in person, and to small groups. • Proficiency in Microsoft Office suite and ability to learn new platforms quickly (training can be organised).
Desirable	<p>Desirable - but not essential as we can provide support and training.</p> <ul style="list-style-type: none"> • Experience working in and/or knowledge of the not-for-profit sector, including small to medium-sized volunteer organisations. • Experience coordinating (or supporting the coordination of) a conference or forum. • Experience using Epicha Mail, Jotform, Wufoo (or similar). • Experience using a CRM (e.g. HubSpot, Salesforce) for contact management, workflows, and reporting – or demonstrated ability to learn quickly.
Special Requirements	<ul style="list-style-type: none"> • Willing to travel within the Perth Metro area and work evenings on occasion. • This role requires flexible work hours during ‘peak’ event planning periods. • A current First Aid Certificate and National Police Clearance (can be paid for by Volunteering WA during induction). • A current and valid WA driver’s licence.

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff and Board. • Volunteer involving organisations, Volunteer Resource Centres and volunteers. • Relevant state and national peak bodies and organisations. • Key suppliers and event stakeholders. • Volunteering WA sponsors and funding bodies. 	 <pre> graph TD EM[Executive Manager] --> SME[Senior Manager Stakeholder Engagement] SME --> MM[Membership Manager] SME --> MO[Membership Officer] SME --> MC[Marketing Coordinator] SME --> EC[Events Coordinator] </pre>