

Events and Partnership Coordinator

Job title:	Events and Partnership Coordinator
Reporting to:	Events and Partnership Lead but working in collaboration with the whole team
Relationships:	Liaise with staff dealing with Marketing, Brand, Membership and Finance Liaise with relevant Chapter members (we exist for our members)
Hours:	Part-time, 22.8 hours per week
Contract:	Six months (possibility of contract extension)
Location:	Home Office (Australia or New Zealand based)
Additional benefits:	Phone package/Internet allowance

About the opportunity

This is such an exciting opportunity to share your skills and support the Events and Partnership function for a vibrant membership organisation that specialises in educational Advancement in Australasia. You will be a critical part of a lean but power-house team that is very member-centric and delivers high quality output. We love clever, out of the box thinking with a twist of fun and loads of passion.

This dynamic position offers a flexible work arrangement, working from a home office with a team located in multiple cities.

This role demands a passionate and driven individual who has exceptional administrative and event coordination skills with fine attention to detail. You will be assisting the Events and Partnerships Lead with the implementation, set up and delivery of events, webinars and Summits, including our annual Advancement Practitioner Training, Biennial International Conference, Board Meetings and the Annual General Meeting.

You will also be encouraged to share your innovative ideas and take the initiative to identify potential improvements or alternative approaches to our output as a team. We believe that teamwork makes us stronger and we like to be the best at what we do!

What will you be doing in this role?

You will, under limited direction, be responsible for the planning, implementation and maintenance of a dynamic events and partnership strategy across the organisation. You will also be supporting activities relevant to events and partnerships. We hope you will add a raft of skills and experience to our team.

Your key responsibilities & duties are to:

Your day-to-day will be busy yet varied and will see you complete a mix of the following tasks:

Set up & Delivery:

- Set up events and webinars in Word press (Website) and Civi (CRM) and on various registration platforms used for Summits and the International Conference
- Assist with registrations and event materials preparation, including occasional travel within Australia for on-site assistance
- Efficiently manage hotel and flight arrangements
- Assist with speaker and venue management
- Liaise with members and partners via email and phone, promptly responding to inquiries with professionalism, efficiency and attention to detail

Administration Support:

- Handle various administrative tasks as required and as directed by the Team
- Collaborate with cross-functional teams and Chapter Committees to ensure seamless event execution

Sponsorship & Exhibition Management:

- Work with the Events and Partnerships Lead to identify and engage potential sponsors and partners to support our events and initiatives
- Build and maintain strong relationships with sponsors ensuring mutual benefits
- Work with the Events & Partnerships Lead and Marketing & Communications Lead to deliver partner and exhibitor entitlements

Marketing and Promotion:

- Work with Marketing & Communications Lead on marketing strategies to maximise event attendance and engagement
- Create inspiring content and ideas to promote events
- Coordinate, track, monitor analytics and report on attendance, member behaviour and user experience – data drives every decision

Post-Event Evaluation:

- Conduct post-event assessments to measure success and gather feedback for future improvements
- Ensure that events meet their expectations and contribute to their skills development
- Recommend opportunities for innovative solutions to improve events and support the growth of the organisation

Academic & trades qualifications

- Relevant qualification or demonstrated equivalent competency in Events Management
- At least three years' events experience
- The relevant rights to work in Australia

Work experience & skills

- Strong interpersonal and communication skills
- High levels of energy to deliver an outstanding end product with pride in your work
- Proven experience delivering a variety of creative event and partnership experiences
- Familiarity with sponsorship acquisition and management
- Strong attention to detail and efficient execution of duties
- Demonstrated experience of working with a CRM and segmenting customer databases
- Intermediate to advanced level of experience using the Microsoft Office Suite, Teams, Word & Excel

- Being a supportive and willing team player – a strong work ethic and can-do attitude is a winning combination for us and a key consideration for future team members
- Experience working with virtual, cross-functional teams – we work daily with our members who are all volunteers
- Exceptional learning agility
- Enthusiasm, initiative and the ability to work independently
- Embracing a small but fun, collaborative and supportive team
- Attentive and lateral thinking are a must
- Clear, concise and confident communicator and able to manage expectations and priorities
- Loads of initiative and the ability to speak up when you see a better way
- An engaging customer-focused attitude
- A strong background in administration
- Would be ideal to have experience working in an association, education institution or non-profit organisation (either as a volunteer or employee)

Closing date

Tuesday 30 April 2024

How to apply

We're ideally looking for an immediate start and all applicants are encouraged to apply by submitting their interest via email with a cover letter explaining why you'd be interested in this position and why you'd be the ideal candidate to join our team.

The successful applicant will be asked to provide two referees.

Educate Plus is committed to creating a rich, supportive workforce where we celebrate inclusion, gender equity and cultural diversity. Everyone matters and we love what we do, every day!

Please send your application to sona@educateplus.org.