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| Position Title: | Event Planning Assistant | | | |
| Organisation: | \*\*NAME OF ORGANISATION\*\* | | | |
| Our Vision: | \*\*VISION OF ORGANISATION\*\* | | | |
| Our Mission: | \*MISSION OF ORGANISATION\*\* | | | |
| Program: | Successful Communities | | | |
| Location of position: | \*\*ADDRESS HERE\*\*\* | **Hours of position:** | | Flexible between 9am to 5pm M-F |
| Position type: | Volunteer | | Casual | |
| Start Date: | September -2016 | **End Date:** | | February -2017 |
| Reports to: | \*\*NAME\*\*\* | **Probationary period:** | | 3 months |
| Brief Position Description: | Event support for upcoming events during the coming year at MCCSA. Including planning and organising events such as training, workshops, networking functions, launches, outdoor events. | | | |
| Key Responsibilities: | * Event and function planning (including Documentation) * Development of marketing collateral such as Invitations and promotions for functions * Organising venues, catering, decorations, AV * Maintain Registrations and RSVP’s * Set up and Clean Up * Liaising with Stakeholders | | | |
| Skills, Experience and attributes: | Essential:   * Excellent Communication skills – verbal and written * Excellent Planning and Organisational Skills * Good knowledge of online software & tools * Good computer skills * Ability to clearly identify requirements and gaps   Desirable   * Working with people from a diverse background * Experience with Events and event planning * Graphic Design and Promotions | | | |
| Training requirements: | Full induction and orientation will be offered  Specific Training as required | | | |
| Other requirements: | Federal Police check  Australian Drivers Licence | | | |
| Date | 24/8/2016 | | | |