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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
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| 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
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| 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 |