

## EVENT COORDINATOR

### The Role

AIEF events range from activities for school-age scholarship students through to large corporate functions attended by our partners and supporters.

Reporting to the Partnerships and Communications Manager and working closely with other teams, the Event Coordinator is responsible for project managing all events and program activities as well as coordinating AIEF representation and speaking engagements at external events.

You will work strategically with internal clients, Corporate Partners and other stakeholders to deliver successful events and activities that enhance program outcomes.

As AIEF's Event Coordinator, you will:

- Plan, coordinate and deliver AIEF events and activities
- Evaluate and monitor event outcomes, create new ideas for delivery, and collaborate across the organisation to implement improvements
- Review and standardise policies and procedures for all AIEF events and work across teams to ensure these are implemented
- Coordinate AIEF representation at external events, including staff, advocates and/or graduates
- Liaise with representatives of Corporate Partners, Ambassadors, other supporters and suppliers regarding event requirements
- Source high profile guest speakers, facilitator and external organisations to deliver activities
- Attend events as required, including regional and interstate
- Carry out pre and post event management: budgeting, reporting, photos, correspondence, internal communication and evaluation
- Work with the Communications Coordinator to develop collateral, speaking notes and other resources for events
- Collect and track event data to measure performance and contribute to decisions regarding future activities by maintaining AIEF's CRM database

### Selection Criteria

We are looking for a collaborative problem-solver who is motivated by AIEF's mission and values and has:

- Minimum four years' experience in a related role planning, coordinating and delivering a variety of quality events
- Demonstrated project management and time management skills
- Demonstrated ability to evaluate events, develop improvements and implement policies and procedures
- Exceptional communication and interpersonal skills, with the ability to build and maintain relationships with a range of stakeholders
- Ability to gain buy-in from and at times direct administrative support roles who do not report directly to the Events role

- A systematic and professional approach to work, with a high level of attention to detail
- Ability to find solutions, use initiative and work autonomously
- Proficiency in Microsoft Word, Excel, PowerPoint and CRM systems (familiarity with Adobe Creative Suite desirable)

Aboriginal and Torres Strait Islander people are encouraged to apply.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

This position is based in our Sydney office and travel will be required as a normal part of the role. Whilst not a mandatory requirement, it will be advantageous for all AIEF employees to have a drivers licence. Please indicate on your application whether or not you have a drivers licence.

To apply, please send your resume with a cover letter addressing the first four selection criteria to [jobs@aief.com.au](mailto:jobs@aief.com.au).

**Applications Close 9am Monday 18 September**