

## EVENTS COORDINATOR

### About Out for Australia

#### Our Organisation

Out for Australia (OFA) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment for which people can network, build relationships and assist each other in their professional journeys.

#### Our People

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

### Position Description

<b>Team:</b>	You will be part of two teams: <ul style="list-style-type: none"><li>• National Events Team</li><li>• State Team, based on your home state/territory</li></ul>		
<b>Reporting to:</b>	You will have two leaders: <ul style="list-style-type: none"><li>• National Events Director</li><li>• State Director</li></ul>	<b>Direct reports:</b>	None
<b>Time required:</b>	2 – 4 hours per week (dependant on event activity)		

#### Purpose

OFA hosts a wide range of workshops, networking and social events that are designed to highlight role models and thought leadership, share experiences of being LGBTQIA+ in the workplace, build the skills and confidence of aspiring LGBTQIA+ professionals, and to provide an opportunity to bring the community together to connect. Our events consistently receive extraordinary feedback for their

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inclusiveness and for the benefits they provide to LGBTQIA+ students and professionals across Australia.

The Events Coordinator is part of the team responsible for events coordination, creative thinking and project management, to bring our events to life. As Events Coordinator, you will be responsible for leading a small number of OFA events each year, either within your home/state territory or at a national level. In addition, you will support your team in the smooth running of other events throughout the year.

Events may include professional development workshops, panel discussions and guest speaker events, industry/sector focused events, intersectional events, or celebrations of OFA or community achievements.

## Responsibilities

### Event coordination and management (50%)

- Leading a small number (1-2) of OFA events per year, including planning and organisation, and hosting.
- Ensure events are professional and of a high quality, are in line with OFA's vision, mission and brand, are inclusive and welcoming, and add value to OFA members and the community.
- Actively consider diverse and creative events, to cater to the wide interests, needs and industries of the OFA membership base and our community.
- Work with the National Communications Team to develop and implement the communications strategy for each event.

### Events support (20%)

- Support other OFA volunteers in the Events Team as required to ensure all OFA events are the best that they can be.
- Attend OFA events and other community events in your state/territory and act as a positive brand ambassador for OFA.

### Events Team participation (20%)

- Collaborate with the National Events Team to contribute to and implement OFA's Events Strategy.
- Work together to find new ways to increase the number of participants in our mentoring program and attendees at OFA events.
- Debriefing after events and providing feedback to the State Director and Director of Events Management on successes, pressure points and challenges, to facilitate an iterative events planning process.
- Attend and actively participate in team meetings, as required.

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## General volunteer expectations (10%)

- Undertake an OFA volunteer induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.
- Uphold our volunteer code of conduct.
- Attend OFA Town Hall meetings and other organisation-wide activities as required.
- Assist with initiatives as required.

## Key skills and experience

### We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

### We Desire

- Experience in organising and running events, or a willingness to learn.
- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.
- Someone who is an active listener, with the ability to adapt and consider new ideas and ways of working.

## What you will get out of your role

- Give back to your community by supporting LGBTQIA+ students and young professionals to be their most authentic selves in the workplace.
- Receive ongoing training and skills development and mentorship.
- Build community relationships and extend your personal and professional networks.
- The opportunity to meet a wide variety of people within the community and forge genuine connections.
- Gain experience in people and culture processes and relationships management.

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- The opportunity to craft a role based around your interests.

## How to apply

To apply, you should email [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org), copying [recruitment@outforaustralia.org](mailto:recruitment@outforaustralia.org) and attaching the following:

- Cover letter of no more than one page or an audio/video recording of no more than five minutes.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

**Please use the Email Subject:** Application - Events Coordinator (Your State) (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org).

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.

Applications accepted on a rolling basis until positions are filled.