

Mentoring Growth 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 mostly 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

Team:	You will be part of two teams: <ul style="list-style-type: none"> • Mentoring Team • State Team, based on your home state/territory 		
Reporting to:	Director of Growth, Mentoring	Direct reports:	NA
Time required:	4 - 6 hours per week		

Purpose

Our Mentoring team is committed to improving the overall reach and ability of the mentoring programme to deliver the best possible participant experience and community outcomes. In the role of Mentoring Growth Coordinator, you will act as primary contact between the Mentoring team and the state based marketing and events teams in support of our Mentoring and growth agenda.

Responsibilities

Marketing and Growth [50%]

- Increase awareness of and engagement with the mentoring programme.
- Assist in creating mentoring related marketing collateral.
- Support the marketing team to ideate and implement mentoring growth and acquisition campaigns.
- Ensure all messaging for the mentoring team is consistent with OFA values and goals .
- Engage with the OFA and mentoring community to continuously improve the participant experience and overall outcomes .

Events [40%]

- Partner with the events team and state-based directors to organise, coordinate and run mentoring events on the day.
- Attend OFA events to promote awareness of the mentoring programme and drive acquisition of new participants.

General [10%]

- Support the Director of Growth with initiatives as required.
- Participate in national, state and team meetings as required.
- Undertake an OFA induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.
- Uphold the OFA code of conduct.

Skills and experience

We require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- Passion for Marketing and Events
- Experience collaborating and working with a range of people from diverse backgrounds.
- Exceptional organisational, time management skills and reliability.
- Adaptability and resourcefulness.
- Excellent written communication skills with a keen eye for detail.

We desire

- Experience or a background in marketing and/or events
- Experience in copywriting or development marketing collateral
- Experience volunteering in the LGBTQIA+ community.

What you will get out of your role

- Give back to your community and support LGBTQIA+ people in the formative stages of their careers to be their authentic selves in the workplace.
- Gain marketing, events and acquisition experience within a national not-for-profit organisation.
- Receive ongoing training and skills development and mentorship.
- The opportunity to craft a role based around your interests, experience and goals.
- Build community relationships and extend your personal and professional networks.
- Be a part of a welcoming and fun volunteer community.

How to apply

Opportunities are available in most States and Territories. We are currently well resourced for this role in NSW, but please get in touch to discuss other opportunities.

To apply, you should email ceo@outforaustralia.org, copying recruitment@outforaustralia.org and attaching the following:

- Cover letter.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

Please use the Email Subject: Application - Mentoring Growth Coordinator (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.

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 role.

If you have any questions about the role, please contact ceo@outforaustralia.org.

Out For
AUSTRALIA

Applications accepted on a rolling basis until positions are filled.