

## **POSITION DESCRIPTION**

**Position:** Education & Events Coordinator (Volunteer)  
**Roster:** 8-16 hours a week (Project Based)  
**Responsible to:** Administration Manager

### **Our Organisation**

Gympie and District Landcare Group (GDLG) is a community-based organisation that has been active for 30 years serving the local landowners. The Group is an incorporated association and a registered charity. Each year members elect an Executive (Management Committee) that sets strategic direction, manages organisation risks, fine tunes policies and ensures that the organisation is operating effectively whilst staying true to its vision and purpose.

Members and volunteers are integrally involved in the group's activities: operating a local native plant nursery; raising bio-control insects for invasive plant species control and other purposes; providing land care services, fostering local land caring activities; and community education.

### **Purpose of Position**

The purpose of this position is to efficiently support the Administration Manager in managing event and education projects such as workshops and field trips.

### **Person**

We are looking for enthusiastic person who is studying Event Planning or Project Management to produce events from conception through to completion. The Education & Event Coordinator should have a passion and desire to learn about event management and project management with a willingness to learn. The successful candidate will ideally be studying event or project management, be reliable, passionate, and an enthusiastic self-starter who is willing to work with our organisation to gain experience in relation to their studies.

### **Responsibilities**

- Work with the Administration Manager to develop an annual workshop and events programme;
- Event planning, design and production while managing all project delivery elements within time limits;
- Liaison with and scheduling of potential workshop presenters, including sending reminders and ensuring requirements are in place to ensure customer satisfaction;
- Conduct market research, gather information and negotiate pricing prior to closing any deals;
- Organise facilities and manage all event's details such as décor, catering, entertainment, transportation, locations, invitee list, special guests, equipment, promotional material etc.
- Ensure compliance with insurance, legal, health and safety obligations;
- Conduct risk assessments and ensure participants sign-in and out from events;
- Specify staff requirements and coordinate their activities;
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day;
- Collating feedback from workshops and entering data into our system;
- Take and provide photos of participants at workshops and provide progress articles for our monthly newsletter;
- Ensuring the programme remains within the budget;
- Conduct pre- and post- evaluations and report on outcomes;
- Research market, identify event opportunities and report on outcomes;
- Consult with the Education Advisory Board in relation to the planned events; and
- Cooperate with the Administration Manager to promote and publicize the event.

## **Required Knowledge, Skills and Abilities**

### **Essential**

- Must be studying or looking to study event or project management;
- Excellent time management and communication skills;
- Sales skills and ability to build productive business relationships;
- Ability to manage multiple projects independently;
- MS Office proficiency;
- Experience in the use of technology systems including websites and social media; and
- Problem solving skills.

### **Desirable**

- Experience in working in community-based organisations.

### **Physical Demands**

This is mostly an office-based position that requires an average level of fitness.

### **GDLG PURPOSE**

We support and inspire landowners to practice sustainable land stewardship

### **GDLG VISION**

To leave a legacy of sustainable land care management in the Gympie region