



| Position Description          |   |
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| <b>Job Title:</b>             | Events & Marketing Coordinator  |
| <b>Employment Type:</b>       | Casual  |
| <b>Employment Start Date:</b> | Mid September 2024  |
| <b>Purpose:</b>               | The role involves supporting our key initiative managers to coordinate event planning, travel logistics, and marketing efforts for Micah Australia's key initiatives, including summits, national tours, campaigns, and various stakeholder events. |
| <b>Reports to:</b>            | National Director   |
| <b>Key Relationships:</b>     | Internal: Women Leaders Network (WLN) Senior Coordinator, Pacific Australian Emerging Leaders (PAEL) Program Manager<br>External: supporters, suppliers and other stakeholder groups  |
| <b>Days per Week:</b>         | Approx. 1-3 days (21 hours) per week (averaged throughout year with increased hours around events in late <u>November</u> , PAEL Summit, and <u>early-mid March</u> , WLN Capital Cities Tour)  |
| <b>Remuneration:</b>          | Hourly rate of \$45.54 (includes casual loading)<br>All employment packages include exempt fringe benefits of up to \$15,900.00 per annum if appropriate documentation is provided.   |
| <b>Location:</b>              | Work either from home or at the Newcastle off exempt fringe benefits of up to \$15,900.00 ice.<br>Travel for events required.   |

#### About Micah Australia

Micah empowers Australian Christians to advocate on the most urgent global justice issues facing our world today – extreme poverty, rising conflict and climate change. Through our key initiatives and campaigns, we support Australian Christians and church leaders to engage our federal politicians warmly and relationally, leading to significant outcomes on key issues of global justice.

#### Overview of the Role

##### Event Planning & Travel Coordination

We are seeking a highly flexible individual, in terms of days and hours, who is willing to travel to support the Micah Australia team with event planning and travel coordination across our key initiatives. You will work under the program and managers for these events, supporting with the organization and coordination of logistics.

Our event calendar includes:

- **Women Leaders Network National Tour:** A dinner event in each capital city in March, attracting several hundred women to each event.
- **Women Leaders Network Canberra Delegation:** A 3-day delegation to Canberra focused on training, lobbying, and debriefing for 40 women.
- **Pacific Australian Emerging Leaders Summit:** A 7-day summit in Sydney and Canberra at the end of November with 70 leaders from across the region.
- **Other Ad Hoc Stakeholder Events:** Workshops, partner meetings, and other events for 10-30 people as required.



## Marketing Coordination

You will collaborate with a team of experienced communicators to coordinate Micah's marketing and communications deliverables. While the team provides the overarching communications, messaging, and brand strategy, your role will be to implement and manage it. This includes creating and scheduling emails and social media posts according to a communications calendar that you will oversee. Additionally, you will help shape the overall communications strategy and provide basic performance reporting.

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This role offers valuable experience and practical skills in events and marketing within the aid and development sector. As a member of a small organization, you will be guided but also expected to work independently and take full charge of the role. Expect gradually increasing hours leading up to each event, with long hours and travel required during events.

## Responsibilities

### Event Planning and Coordination

#### *Pacific Australian Emerging Leaders Network Events & Summit*

- Manage travel arrangements for Australian and Pacific participants, ensuring smooth transportation to and from the event.
- Book domestic and international flights, provide visa information, and manage accommodation and room allocations.
- Act as the primary contact for all travel-related queries, organizing local transport and booking insurance.
- Write and email personalized itineraries.
- Find and book venues, catering, and functions.
- Work within a budget and liaise with the finance officer.
- Welcome delegates and assist with hotel check-in during the event.
- Support the PAELS Coordinator with event management tasks.
- Perform other ad-hoc tasks as needed.

#### *Women Leaders Network Tour and Canberra Delegation*

- Assist in developing run sheets for events.
- Travel to and support each event on-site (sign-in, setup, run sheet management, etc.).
- Coordinate services such as venues and catering for each location.
- Assist with the implementation of the invitation strategy.
- Main point of contact for any queries from attendees before and after the events
- Work within a budget.

### Marketing Coordination

- Assist in creating marketing materials such e-newsletters, and social media content.
- Manage and update social media profiles and website content.
- Help plan and execute marketing campaigns.
- Monitor and report on campaign performance using analytics tools.
- Conduct market research to identify trends and opportunities.
- Respond to member inquiries related to communications.
- Ensure brand consistency in all marketing materials.



### Essential Skills & Experience

- Proven experience in event planning, including logistics, budgeting, and on-site coordination.
- Strong organizational and multitasking skills.
- Experience in travel coordination
- Proficiency in content creation and management for social media, email campaigns, and other marketing materials.
- Ability to maintain a communications calendar and ensure brand consistency.
- Experience with marketing and event management tools.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Willingness to travel and work flexible hours, including evenings and weekends.

### Desirable Skills & Experience

- Understanding of the Australian church landscape and experience with Christian non-profits.
- Knowledge of global poverty issues and experience in international development.
- Familiarity with the Australian political context related to global poverty.

### Application Process

Please submit your CV and a cover letter addressing your suitability for this role to [info@micahaustralia.org](mailto:info@micahaustralia.org) **before 13 September 2024.**

Please include in the subject line of the email 'Events & Marketing Coordination Specialist'

**Applications will be assessed as they are received so candidates are encouraged to apply early.**

### Safeguarding

Micah Australia has a zero tolerance towards any harm and abuse of all people participating in its activities. Safeguarding is everyone's responsibility and all representatives are required to adhere to the Micah Australia Code of Conduct, that outlines expected behaviours, at all times (both during work hours and outside work hours). Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all representatives, in addition to related mandatory training. All applicants must be willing to comply with the safeguarding commitments and requirements of Micah Australia. Employment and volunteering positions are conditional upon the outcome of appropriate checks. All employees and volunteers are required to gain a NSW Working with Children Check and provide a National Police Check.