

JOB OPPORTUNITY



Events Coordinator (Part-time)

- **Close to public transport and parking**
- **Challenging and Exciting role**
- **Fixed Term Contract until December 2020**

Paralympics Australia (PA) supports and enhances all Australian Para-athletes who aspire to be Paralympians and in doing so inform and inspire all Australians.

Reporting to the General Manager, Commercial & Marketing, this part-time role (3 days / week) will develop and deliver a variety of PA's events taking place throughout the Tokyo 2020 Paralympic Games cycle. These events will include individual sports team announcements, team uniform launches, flag bearer announcement and welcome home celebrations to name just a few. This role will also assist with a number of 'partner' events requiring additional support and internal coordination.

To be successful in this role, you will have:

- Demonstrated ability in organizing successful events
- Proficient in MS Office
- Ability to deal calmly and consistently with demanding responsibilities and conflicting priorities
- Enjoys meeting people and can engage quickly with supporters, third parties, stakeholders, Board members
- High-level communication skills - both verbal and written
- Excellent time management skills, prioritising tasks to meet daily, weekly or long term objectives
- Current drivers licence
- Tertiary education in Event Management and/or Marketing would be an advantage as will previous experience with an NFP organisation

We are looking for someone who can work autonomously, is driven, shows initiative and is proactive with delivering results.

Paralympics Australia provide a safe, fair and welcoming environment, valuing diversity and inclusion and we encourage anyone who holds the relevant skills and experience to apply for our roles.

It is a great time to join and contribute to an outstanding Australian sporting organization with an exemplary record of success on the world stage.

To apply for this role, please email Samantha Martin,
samantha.martin@paralympic.org.au

Applications close: Friday 28 June 2019