

## Position Description

Position:	Administration and Events Coordinator
Reports to:	Office Manager
Terms of Employment:	Part Time (24 hours TBC)
Date of Position Description:	September 2023
Award Scale:	SCHADS Level 4/5
Key Relationships	<ul style="list-style-type: none"> <li>▪ Executive Officer (EO)</li> <li>▪ Office Manager</li> <li>▪ Advocacy &amp; Leadership Development (ALD) Team</li> <li>▪ Resourcing Inclusive Communities (RIC) Teams</li> <li>▪ Communications Team</li> <li>▪ Suppliers/Venues</li> <li>▪ Family session leader volunteers</li> </ul>

### Family Advocacy

Family Advocacy is a statewide, not for profit disability advocacy organisation that works with families to promote and defend the rights and interests of people who have developmental disability. This is achieved by strengthening the advocacy role and influence of families so that they can speak out with, and on behalf of their own family member, or for people with developmental disability more broadly.

The Administration and Events Coordinator will carry out the responsibilities of the position in accordance with the philosophy, policy and practices laid down by the Management Committee and in a way which reflects the cultural diversity of the Australian population.

### Resourcing Inclusive Communities (RIC)

Resourcing Inclusive Communities is an initiative of Family Advocacy and works across NSW. We hold the philosophy that people with disability thrive in the heart of the community, sharing the same everyday experiences as their fellow Australians.

We share our vision of social inclusion with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). One of the eight guiding principles of the UNCRPD outlines that all people with disability have the right to experience full and effective participation and inclusion in society. Resourcing Inclusive Communities works with many allies in the community to support this vision.

We provide information through our online platforms, through events such as webinars, workshops and conferences, we design tailored training, mentoring and supports for external services, develop extensive resources and have a 1800 number that provides support across NSW. We support positive change through working closely with people with disability, their family members, service providers, mainstream services, businesses and the broader community.

### Job Purpose

The Administration and Events Coordinator is responsible for providing the administration and support to the Teams running the events of the organisation, including the Communications team for promotions purposes. The role supports the Office Manager in general office administration and providing support to the whole organisation.

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## Key Responsibilities

### 1. TEAM Support for events:

Organisation of internal and external events

- Exploring options, negotiating, organising and booking accessible venues, travel, accommodation and catering and liaising with these as the main point person. This includes invoicing and ensuring payment of these.
- Production of mailing lists both for email and hardcopy mailouts, ensuring accuracy according to parameters provided
- Maintaining records and files pertaining to events
- Undertaking pre-event tasks i.e. creating name tags, event run sheets, any relevant administrative processes required to ensure smooth running of event etc.
- Set up events on Salesforce and monitor any registration or contact issues due to integration with Formstack
- Post event follow up such as updating salesforce, follow up on venue, accommodation & catering feedback from team

### 2. Administration

- Updating of data base information as required
- Conducting database searches and creating mailing lists as requested by other staff
- Providing database reports as requested
- Coordinating membership application, renewals and reminders
- Assisting with the preparation of the AGM alongside the Office Manager
- Shared point person to answer calls
- Incoming and outgoing mail
- Maintenance & ordering of office supplies
- Maintenance of storage areas and general office presentations.

### General

- Attend staff, planning and Management Committee meetings as required
- Attend relevant training, meetings and seminars as approved by the Executive Officer
- Prepare ad hoc reports as requested by the EO and Office Manager
- Other duties as required

Signed .....(Employee)

Date.....

*All employees of Family Advocacy will be aware of and work in accordance with the Disability Advocacy Standards, NSW Disability Services Standards and the WH&S Act 2011*