



EVENTS ADMINISTRATOR

An exciting opportunity to work in the Diversity and Inclusion space and support the successful launch of significant events for Diversity Council Australia.

- Full time or part time (4 days or School Hours)
- Hybrid working environment – 1-2 days in the office

ABOUT DIVERSITY COUNCIL AUSTRALIA

Diversity Council Australia is the independent, not-for-profit, peak body leading diversity and inclusion (D&I) in the workplace. We provide unique research, inspiring events and programs, curated resources and expert advice across all diversity dimensions to a community of around 1300 member organisations.

- Our purpose is to enable more diverse, inclusive and equitable workplaces for a better Australia.
- Our vision is to create a just and equitable Australian society where people in all their diversity can thrive.
- Our team is a diverse and passionate bunch of people. We believe strongly in DCA's vision and purpose. Our shared set of values and continuous learning culture unites us as a team and sets the tone of our working environment.

At DCA, we aim to create an inclusive, supportive and equitable work environment. We do this by striving to make sure all our employees are connected to and respected by the organisation and their colleagues, that they are progressing in their own individual development and that their contributions to the organisation and our work are meaningful and valued. Finally, we encourage true flexibility and believe in a strengths-based approach to people's work and goals.

DCA values lived experience as well as expertise, and we encourage applications from people with Aboriginal and/or Torres Strait Islander backgrounds, who have caring responsibilities, from culturally and racially marginalised groups, people with disability, people who experience ageism, LGBTIQ+ people, and people who experience exclusion because of their social class.

ABOUT THE ROLE

As our Events Coordinator, you will be key in supporting our Events team to successfully launch both in person and digital events for our 1300+ member organisations. This role will be reporting into our Events Manager and Aboriginal Liaison, a proud Awabakal woman.

From pre planning through to the event, you will support the events team by assisting with the development and maintaining project plans, helping to create event communications, managing registrations, maintaining accessibility standards for communications and the event itself, speaker coordination, and managing event related bookings e.g. Vimeo, ai-media, Logic Connect, Auslan interpreters and facilitate accessibility requirements of speakers and attendees.

You will also proofread event transcripts and formatting them to DCA accessibility standards and sharing on the website, manage any event related invoices, and analyse post event information and surveys. And you will manage event inboxes, document event processes, assist with updating event content and keep up to date with current relevant speakers to maintain our speaker database.

Location is preferably Sydney or Melbourne in a hybrid working environment with access to a vibrant CBD co-working space. You will need to be able to attend and assist with offsite events including transporting event materials.

Selection Criteria

You have a passion for, or strong interest in diversity and inclusion. You bring a strong sense of initiative, collaboration, problem solving skills and a continuous learning mindset.

Essential:

- Strong experience in administration/team coordination roles or events coordination
- Strong attention to detail
- Strong project management and organisational skills
- Able to work to short timeframes and across multiple projects
- Creative, collaborative and autonomous
- Great computer skills including Word, Excel, CRM, eMarketing platforms
- Excellent communication both verbal and written

Desirable:

- Exposure to or understanding of D&I
- Experience in data analytics or survey management

If you don't tick every box in this ad, please don't rule yourself out. Research suggests that women and other people in underrepresented groups tend to only apply if they meet every requirement. We focus on hiring people who share our values of inclusion, collaboration, adaptability, courage and integrity, rather than ticking boxes – so if this role resonates with you, please apply.

How to apply

To apply, please send your resume and cover letter, addressing the selection criteria.

Please note applications can be digital or hand written and delivered to our address The Hub, 31 Alfred Street, Sydney NSW 2000

In your application, please let us know if you require any adjustments to the interview process and we will happily make any reasonable accommodations to ensure equity for all our applicants.

For any questions, please contact recruitment@dca.org.au

Benefits

Flexible environment with 1-2 days in the office

Salary sacrificing options

Learning and development budgets

Market leading Leave Policy:

- 12 weeks' Paid Parental Leave
- Cultural leave for First Nations employees
- Disability, Chronic Illness and Reproductive leave
- 2 days extra Flexi-leave
- Gender Affirmation Leave

- Flexible public holiday policy