

Events Team Coordinator

- + Be part of a great team raising awareness for SurfAid International
- + Help engage your local community

SurfAid International is now seeking motivated individuals to come onboard as an Events Team Coordinator in a volunteer capacity in the following regions:

- + South Australia
- + Tasmania
- + Northern Territory
- + Byron Shire

Responsible for your region and reporting to SurfAid's Development Manager and the following:

- + Coordinating a SurfAid Street Team in your specific region
- + Identifying potential local fundraising opportunities
- + Planning and organising your team's involvement at local events in which there exists a fundraising opportunity, as well as promoting SurfAid International with the assistance of your region's volunteers
- + Assisting in recruiting motivated volunteers to be a part of SurfAid Street Team
- + Overseeing stall management at fundraising events
- + Receiving, storing and distributing SurfAid promotional materials to relevant volunteers for use at stalls or other promotional activities in your region
- + Holding regular meetings with your regions SurfAid Street Team to receive feedback, brainstorm ideas and induct new Street Team members
- + Communicating on a regular basis with SurfAid staff members, keeping them updated on event happenings and liaising with them throughout the planning of an event, as well as sharing success and best practice
- + Report outcomes from a fundraising event for reporting purposes and provide recommendations for future events
- + Motivating and encourage team members
- + Handling and depositing any donations received for SurfAid International
- + Events Management assistance for Surfing Suits event in coordination with SurfAid Development Manager

You will need to have good interpersonal skills, enthusiasm and the ability to portray a positive image of SurfAid International to the public. The successful candidate will also be highly organised, motivated and possess effective communication skills. You will have a positive and enthusiastic attitude and a desire to work with an inspirational and committed team.

Other Useful skills for this role may include:

- + Marketing, communications, PR, project management or events experience
- + Ability to approach the community for donations
- + Knowledge of local region and businesses
- + Ability to communicate effectively with a diverse group of volunteers
- + Engage volunteers and encourage them to take part in events, as well as welcome their suggestions and input.
- + Enduring ability to follow up opportunities until results are achieved.

The successful applicant will find the volunteer work truly rewarding.

We look forward to receiving your application.

Note: Only applies to Australian residents

