



POSITION DESCRIPTION

Position Title	Chapter Communication and Events Coordinator
Location	Supported Working from Home, location flexible within Southeast Queensland
Reporting to	Queensland Chapter Manager
Position Type	Part Time, 15.2 hours per week (0.4 FTE)

Position Mandate

Reporting to the Queensland Chapter Manager, the QLD Communications and Events Coordinator will provide support to the Chapter through communications, marketing, events, administration, and other functions.

Detailed Responsibilities

To work proactively and collaboratively with the Chapter Manager to support the delivery of successful activities for the AILA team across the following portfolios:

Communication and Marketing Support

- Create marketing and promotional collateral to support AILA operational activities and in line with the AILA style guidelines
- Support the delivery of relevant and timely member communications, including managing the State eNews.
- Update web content
- Post to QLD social media accounts.

Event Support

- Provide support for AILA events including, marketing, communications and the management of bookings
- Support the delivery of the Queensland Annual Awards program
- Assist in delivering sponsorship requirements for events
- Process event registrations
- Assist with event logistics such as runsheets and presentations
- Distribute and Collate Event Evaluations
- Attend events as required and within reasonable hours.

Committee Support

- Provide general assistance with coordinating meetings, attending meetings as required, drafting actions, and carrying out actions where relevant
- Coordinate feedback on various documents and submissions



Membership Communications

- Assist with the annual registration program
- Support the membership renewal process
- Assist in maintaining accurate member information in the CRM (iMIS) at Chapter level

General Administration

- Respond to general enquiries through QLD mailbox
- Provide additional support as required.

Position Requirements

1. Minimum Education Requirement
 - Demonstrated experience in marketing, communications, events or a related field.
2. Minimum Experience Requirement
 - Experience in marketing and communications
 - Event management
 - Experience working in a membership or non-profit organisation highly desirable.
3. Knowledge, Skills and Abilities critical to the performance of the position
 - Flexibility and initiative
 - Design (for example, Adobe Creative Cloud or Canva) and video editing skills, highly desirable
 - Ability to work autonomously and collaboratively within a small, remote team
 - Well-developed written and verbal communication skills
 - Ability to develop and maintain strong working relationships both internally and externally
 - Good organisational and administrative skills
 - Time management and being able to deliver to deadlines
 - Event management, administrative and social media skills
 - Experience working with CRMs highly desirable.