

PALMS AUSTRALIA : VOLUNTEER EVENT COORDINATOR

Join our friendly and committed team to support sustainable international development goals of our partners overseas. You will assist by organising fundraising events to send abroad skilled Australian volunteers and to support our ethical tourism operations.

The Palms Australia Event Coordinator will assist with the planning and organisation of our fundraising, solidarity building, training and ethical tour operations.

Hours are FLEXIBLE, between 9am and 5pm, Monday to Friday. You may also be able to complete some work from home, if this suits you.

****Purpose of Activities you will Support ****

1. To increase the Palms Australia profile to attract good candidates for international volunteer placement
2. To educate people on development and climate change related priorities of our partner organisations overseas
3. To diversify our current funding portfolio by engaging new donors to support Palms or to sponsor the placement of Palms volunteers in developing countries.
4. To present Awards to nominated Australians and Australian organisations, acknowledging their contribution to building solidarity.
5. To ensure that our volunteers are well supported and prepared for their overseas placements

****Key Responsibilities****

In this role you will work with the Executive Director and other key staff to:

- develop promotional material to promote events on the Palms Australia website
- liaise with venue and accommodation providers regarding residential training courses and international study tours and arrange venue logistics
- liaise with travel and insurance providers regarding international travel arrangements
- source entertainment and other suppliers for events
- manage event Invitation and RSVP Lists
- prepare running sheets and arrange venue logistics for events (setting, seating, AV requirements etc)
- other event organisation tasks as required

****Skills, Experience and Attributes****

Required:

- excellent verbal and written communication skills, including confidence writing content for placement online and in other media
- excellent organisational and planning skills, including capacity to prioritise and manage and varied workload
- proficiency in Microsoft Word and Excel
- ability to work well in a team and unsupervised
- cultural competence, particularly when dealing with international partners
- enthusiasm to raise awareness about Palms Australia

Desirable: experience in event management and/or marketing

Applications will be accepted from candidates who are interested in only part of this role.

About Us

Palms Australia is a Global Volunteering organisation, with an established network of over 100 partner organisations in Asia, the Pacific and Africa. Since 1961 our 'people-to-people' approach has been a successful methodology in bringing people together to exchange skills and build capabilities. Across 60 years we have engaged over 1,500 Australian individuals and organisations to assist developing communities become self-sufficient, thereby nurturing a model of sustainable development that exists long after our Global Volunteers have returned home.