



## **POSITION DESCRIPTION**

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**One Girl is looking for a Volunteer Event Coordinator. Is it you?**

**ONE GIRL**

## **VOLUNTEER EVENT COORDINATOR**

One Girl is looking for a Volunteer Event Coordinator to support our fundraising and communications teams in the planning and execution of our 2019 International Women's Day event! It will be up to our new Volunteer Event Coordinator to work alongside the One Girl team to execute a successful and fun event that showcases the importance of this global day.

Our dream candidate thrives under pressure, loves coordinating people, is a skilled organiser, and has a passion for girls' education.

Our new Volunteer Event Coordinator will be involved in all aspects of the event, from sourcing venues to coordinating volunteers on the night. Please note this volunteer roles requires you to be available for the day and evening of International Women's Day – Friday 8th March, 2019.

We're on the hunt for an event planning guru – the kind of person who understands things don't always run smoothly and rolls with the punches to get things done.

Perhaps you're studying public relations or event management or have experience in project management – this role could be perfect for you!

We want someone who isn't afraid to think big and bring fresh ideas to the table about how we could make this event the best it could possibly be.





## WHAT'S IN IT FOR YOU?

- You'll get the opportunity to grow and develop your event planning and project management skills while supporting our four girl-focused education programs in Sierra Leone and Uganda.
- You'll get fast experience through autonomy unheard of in other volunteer opportunities.
- You'll get to develop new skills, meet new people, and create new relationships within the non-profit, social enterprise and fundraising industry.
- Besides all this, we're a pretty amazing organisation to work for. Most people who join us never want to leave. Seriously.

## RESPONSIBILITIES

- Manage the coordination of One Girl's International Women's Day event including sourcing venues, catering, audio visual requirements and plenty more.
- Work collaboratively with One Girl staff and other volunteers to execute an organised and engaging event.
- Manage other volunteers before, during, and after the event by delegating tasks and responsibilities.
- Work with the One Girl Communications team on the promotion of the event.

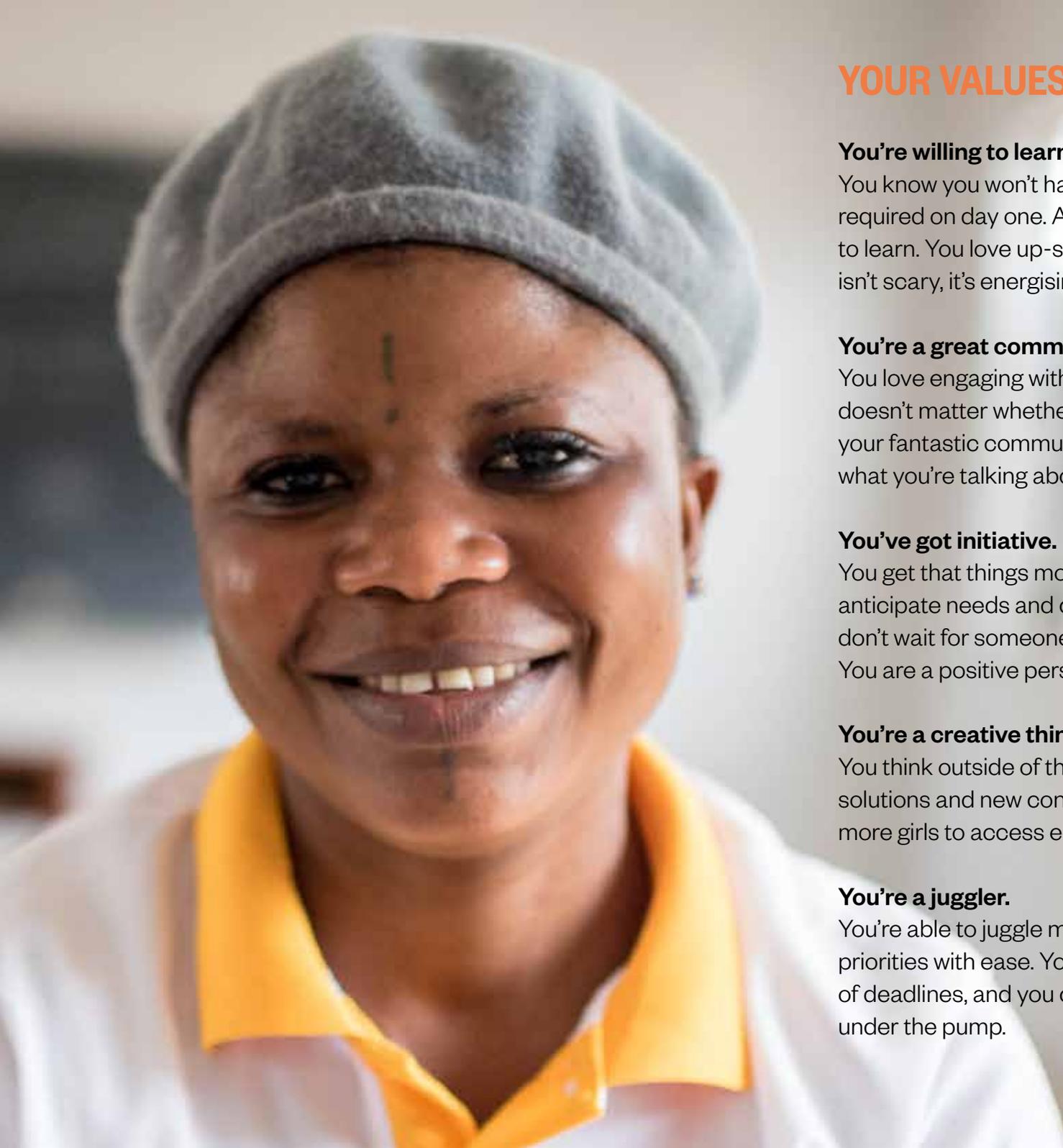
At One Girl, we believe that *every girl* on the planet *has the right to an education.*

No matter where she is born, how much her family earns, what religion she adheres to or what her culture says, *every girl deserves the opportunity to learn, grow, and be the best she can be.*

We're on a huge mission to change the world, one girl at a time.

We know *we can't do it* alone – and that's why *we need you!*

ONE GIRL



## YOUR VALUES AND COMPETENCIES

### **You're willing to learn.**

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

### **You're a great communicator.**

You love engaging with people from all ages and all walks of life. It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills mean everyone knows exactly what you're talking about.

### **You've got initiative.**

You get that things move fast and you're not fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done. You are a positive person who lifts people up.

### **You're a creative thinker.**

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

### **You're a juggler.**

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when under the pump.

## EXPERIENCE AND QUALIFICATIONS

Our dream candidate is someone who is highly motivated and has the following skills:

1. Excellent written and verbal communication skills – someone who prides themselves on being a people-person.
2. Good planning and organisational skills.
3. You're entrepreneurial, resourceful, and you can translate your big vision into action by inspiring others and finding innovative solutions.
4. You have networks and you know how to use them.
5. A drivers licence and access to a car is highly desirable, but not a necessity!

## TIME COMMITMENT

This volunteer role is a short-term commitment from January to April 2019. The role requires approximately 15 hours a week, with at least one day a week in the One Girl Office at Abbotsford Convent. We can work with you to find a day and time that suits. Ideally, you'll begin immediately and be able to commit for the entire four months.



You must also be available on Friday 8th of March. Please note, this is a volunteer position.

## SOUND LIKE THE PERFECT ROLE FOR YOU?

Please send through your CV and a Cover Letter letting us know why you're the Volunteer Event Coordinator of our dreams to [volunteering@onegirl.org.au](mailto:volunteering@onegirl.org.au). Make sure to include Volunteer Event Coordinator in the subject line. We'll be reviewing applications as they come through, so make sure you get yours in ASAP!

**We can't wait to hear from you!**



All Photos: Olivia Acland/One Girl