JOB DESCRIPTION

ROLE: Planet Ark Marketing / Events Coordinator

MANAGER: Partner Relations Manager

DIRECT REPORTS: None

LOCATION: Sydney

HOURS: 37.5 hours per week

DATE: September 2018

NOTE TO APPLICANTS

Please respond to each of the Essential Selection Criteria in a separate document and submit to hr@planetark.org with your CV.

FUNCTION & PURPOSE:

• To support the development and management of Planet Ark’s Thought Leadership Events, with particular focus on Planet Ark Power.

• Act as liaison between Planet Ark and Elevare – operating as Planet Ark Power, the major sponsor of the Thought Leadership program.

• Build awareness of Planet Ark Power within businesses, schools and government

• Develop the content and produce promotional materials in support of Planet Ark Power and the Thought Leadership events.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop and deliver the thought leadership program and other events as agreed with Planet Ark Power.

2. Work with the Planet Ark team to identify and develop leads for Planet Ark Power and report on progress on a monthly basis.
3. Support Planet Ark Power in building key customer relationships with medium to large enterprises.

4. Act as liaison between Planet Ark and Planet Ark Power to ensure effective service delivery.

5. Work with relevant internal and external stakeholders to develop and maintain extensive knowledge of current market conditions.

6. Work with the Communications team to develop, produce and release a range of media resources including media releases, social media content and other media tools as agreed.

GENERAL DUTIES AND RESPONSIBILITIES

1. Undertake regular evaluation including reporting to the CEO, Exec, other staff, partners and stakeholders.

2. Work with the CEO, Communications Manager, IC Manager and other relevant staff and partners to respond to complaints, comments or actions from individuals or groups in a rapid, positive, polite manner to help minimise any damage to Planet Ark’s reputation.

3. Develop and maintain good relationships and communication with internal teams.

4. Ensure personal adherence to Planet Ark’s HR Manual.

5. Contribute to other organisational activities beyond the scope of the Planet Ark Marketing and Events Coordinator role as agreed, and other duties as reasonably directed by the Partner Relations Manager.

WORKING RELATIONSHIPS:

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>EXTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner Relations Manager</td>
<td>Planet Ark Power</td>
</tr>
<tr>
<td>CEO and Exec Team</td>
<td>Existing and potential program partners and clients</td>
</tr>
<tr>
<td>Research and Technical Manager</td>
<td>Media</td>
</tr>
<tr>
<td>Communications Team</td>
<td>Other NGOs promoting renewable energy</td>
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</tbody>
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ESSENTIAL SELECTION CRITERIA

- At least 3 years’ experience in marketing/communications
- An energetic self-starter, with a strong goal-driven desire to succeed
• Extensive experience in partner/stakeholder liaison with strong interpersonal skills and a demonstrated capacity for conflict resolution and relationship management
• Strong presentation and content creation skills
• An excellent attention to detail
• Ability to work well individually and in a team
• Ability to think quickly, work effectively under pressure and to manage several projects at once
• Excellent administrative, verbal and written communication skills
• Computer literate with demonstrated ability in generic computer packages such as Microsoft Office and CRM proficiency
• A strong alignment with Planet Ark’s mission and values

DESIRABLE SELECTION CRITERIA

• Tertiary qualification in marketing, events or related discipline
• Experience in event management
• Sound knowledge of environmental issues such as climate change
• An interest in renewable energy