



Positive environmental actions, for everyone.

JOB DESCRIPTION

ROLE:	Events Coordinator
MANAGER:	Head of Circular Economy
DIRECT REPORTS:	None
LOCATION:	Sydney
HOURS:	37.5 hours per week
DATE:	March 2020

To apply, please email your CV and response to the selection criteria below to hr@planetark.org. Please note only submissions addressing selection criteria will be considered.

Applications due by 3 April 2020.

FUNCTION & PURPOSE:

- To build, manage and support Planet Ark's visibility at public events.
- To ensure the success of Planet Ark's Circular Economy Events series.
- To build awareness of Planet Ark's campaigns and programs within businesses, schools and government, initially focussing on the new National Circular Economy Hub program.
- To develop the content and produce promotional materials in support of Planet Ark's campaigns and programs, initially focussing on the new National Circular Economy Hub program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop and deliver the National Circular Economy Hub event series and other Circular Economy events.
2. Work with the Circular Economy team to ensure participation and marketing to the most suitable audiences.
3. 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.
4. Assist with the management of speaking events including proactively searching for suitable speaking events for staff, registering participation, submitting bios and any other relevant support.
5. Undertake regular evaluation including reporting to the CEO, Exec, other staff, partners and stakeholders.
6. Develop and maintain good relationships and communication with internal teams.
7. Ensure personal adherence to Planet Ark's HR Manual.
8. Contribute to other organisational activities and other duties as reasonably directed by the Manager.

WORKING RELATIONSHIPS:

INTERNAL	EXTERNAL
Head of Circular Economy	Government
Circular Economy Team	Existing and potential program partners and clients
Communications Team	Media
CEO and Exec Team	Other stakeholders
Research and Technical Manager	

ESSENTIAL SELECTION CRITERIA

1. At least 3 years' experience in event management /marketing / communications
2. An energetic self-starter, with a strong goal-driven desire to succeed
3. Extensive experience in partner/stakeholder management with strong interpersonal skills and a demonstrated capacity for conflict resolution
4. Strong presentation and content creation skills
5. An excellent attention to detail
6. Ability to work well independently and as part of a team
7. Ability to think quickly, work effectively under pressure and to manage several projects at once
8. Excellent organisational, verbal and written communication skills
9. Computer literate with demonstrated ability in generic computer packages such as Microsoft Office and CRM proficiency
10. A strong alignment with Planet Ark's mission and values

DESIRABLE SELECTION CRITERIA

11. Tertiary qualification in marketing, events or related discipline
12. Knowledge of environmental issues such as climate change
13. Knowledge of the Circular Economy