



Literacy
Foundation
for Children

WE ARE RECRUITING!

Events Coordinator

About the Company

The Literacy Foundation for Children (LFC) is a not-for-profit organisation focused on assisting children with dyslexia, dyscalculia and dysgraphia. These learning disorders can be serious learning barriers for children and it can be difficult to find the necessary support to have equal learning opportunities.

We help families through the raising of funds so they can afford the support they need. The foundation further provides awareness workshops and strategy teaching methods for school teachers.

About the Role

We are currently seeking a volunteer with an interest in the events industry to work as an Events Coordinator. Your objective will be to organise fundraising events, information sessions and plan key strategies to grow the LFC. This hands-on role will give you opportunity to work closely with the team as well as important guests & speakers and the general public to plan and host important events to raise awareness for those with learning disabilities as well as support carers of those with learning disabilities.

Key Responsibilities

- Liaising with health specialists and guest speakers
- Planning, organising and hosting events
- Coordinating and hosting presentations connecting LFC's sponsors and community members
- Preparation and presentation of activity reports and campaign analysis
- Liaising with Marketing Coordinator relative to the promotion of events, and the Fundraising Coordinator regarding events specific to fundraising

Successful Candidates should have, but are not limited to, the following experiences:

- Preparation and presentation of activity reports and campaign analysis
- Manage all aspects of contractual obligations such as the ensuring both parties deliver their end of the contract
- Studying or have acquired an appropriate tertiary qualification such as a degree or certificate IV in event management, business management, communications and media, etc (a candidate with these qualifications are ideal as they have secured the skills in event planning and management, and possess the tactics to holding a successful event)

Please note: This is a voluntary position, and we are estimating 5-10 hours per week however the hours can be flexible depending on your schedule. Work can be performed independently in a time suitable to volunteer but you may need to be available at times for online Management Committee meetings held 6 weekly in the evening. Ongoing communication with the team is mostly via email/phone and zoom meetings. We are looking for someone who can commit to a 6-12 month period for continuity and momentum in this role. You will need to have full legal working rights to work in Australia to be considered for this position.

If you are interested please send your Resume and a Cover Letter detailing why you want to work at LFC and why you think you would be a great volunteer for this role! A Position Description is available upon request. The contact email is below and feel free to add any questions you have about the role. Only applicants who are shortlisted only will be contacted.

admin@literacyfoundation.org.au