



Position Description: Events Management Coordinator

As the Events Management Coordinator, applicants will play an important role in organising and planning events to both attract potential clients and retain existing ones. Given that their role primarily focuses on hosting events, applicants should have a keen eye for attention to detail, as well as the confidence to speak to important donors and large crowds. As such, the events management officer needs to be comfortable taking ownership of the following responsibilities:

Role	Description of Duties
Information/Marketing Events	
Liaising with Health Specialists: Ensure the health specialist's goals from the event are achieved and they have a clear understanding of what is expected.	<ul style="list-style-type: none"> • Use specialists preferred form of communication • Understanding the specialist's intent and reaching an agreement on how the event should proceed • Understanding equipment/resources needed.
Liaising with guest speakers: Ensuring the guest is comfortable speaking about sensitive issues to give the audience insight into what their children will be experiencing	<ul style="list-style-type: none"> • Engaging with the guest speaker and coming to a mutual agreement on what their presentation will entail • Providing relevant equipment and resources required by the guest speaker to ensure they are comfortable publicly speaking of their Specific Learning Disability.
Planning, organising, and hosting events: It is important the presentation runs smoothly and without interruptions as the Foundation can project professionalism and expertise. Speaking professionally and clearly will bolster the LFC's credibility, which will hopefully translate into more positive feedback.	<ul style="list-style-type: none"> • Plan the event and anticipate possible interruptions, with solutions to mitigate those issues should they arise • Plan with local artists/schools a time/location to maximise workshop attendance to increase the LFC awareness • The officer will also be responsible for hosting the event, so strong public speaking skills are highly sought after • The officer will need to introduce all relevant speakers to the clients attending and be comfortable doing so.

Finance/Fundraising Events	
<p>Set-up and closing down the event:</p> <p>This event is a reliable cash flow stream, and it is important that the community looks favourably upon the event in order.</p>	<ul style="list-style-type: none"> • Organising time, location, and setting up & closing of the event • Communicating with the sponsor store to ensure that the event will not impact their daily business procedures.
<p>Organising relevant materials:</p> <p>It is important to organise supplies, as underestimating the amount means that the LFC won't be able to reach its fundraising target, but overestimating will result in loss of funds.</p>	<ul style="list-style-type: none"> • Sourcing the relevant resources (foods, materials and other resources) • Estimating turnout to purchase the relevant amount of food in order to avoid wastage.