# POSITION DESCRIPTION WAWA Events Coordinator

The WAWA Events Coordinator is responsible for overseeing and organising quality events to benefit WAWA members.

This will involve ensure events are successful and cost-effective, paying attention to budget and time constraints.

**Tasks:**

The Events Coordinator is responsible for:

* Creating an annual calendar of events and promotions
* Creating individual event proposals and budgets for approval by the WAWA Committee
* Liaising with key stakeholders to deliver a wide range of programs for Women in Local Government
* Plan events from start to finish
* Coordinate all operations
* Source and negotiate with vendors and suppliers
* Lead promotional activities for the event
* Ensure the event is completed smoothly and resolve any problems that may occur
* Analyse the event’s success and prepare reports

**Skills Required**

Ideally a Event Coordinator is someone who:

* Has experience as an event manager
* Is positive and enthusiastic about supporting women in Local Government
* Skilled in project management
* Able to allocate regular time periods to plan and coordinate events
* Excellent communication and organisation skills
* Is well informed of all WAWA activities
* Has knowledge of the WAWAs operations, rules and policies
* Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

**Appointment term and time commitment**

* The Events Coordinator is appointed for a term of 12 months
* The estimated time commitment required is 4 hours per week
* Attendance at monthly Committee Meetings is required (approx 1 hour per month)