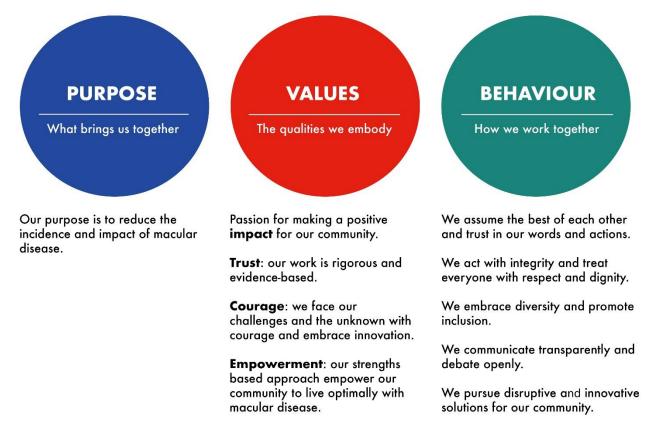


Job Description

Job title	Education Coordinator	
Employment type	Full time	
Duration	Fixed term until June 2023	
Direct reports	Nil	
Reports to	National Program Manager	
Key internal relationships	Education team	
Key external relationships	Education event partners, general public, and macular disease	
	community	
Date created	December 2019	

About us

Macular Disease Foundation Australia (MDFA) is a national for purpose organisation. Its purpose is to reduce the incidence and impact of macular disease – the leading cause of legal blindness and severe vision loss in Australia. MDFA has four pillars of work: prevention and early detection, supports and services, advocacy, and research and data.



Role summary:

The Education Coordinator will work as part of a small team to deliver MDFA's education program to provide support and services to people living with and at risk of macular disease. The Education Coordinator is responsible for the coordination of education events Australia-wide to ensure events are delivered successfully.

Key responsibilities, functions and KPIs:

Key responsibilities	Core functions	What success looks like
Education event	Plan, monitor and coordinate	Events are delivered
coordination and	administration to MDFA education	successfully and reach
planning	events (including, but not limited to,	targets
	education sessions, expos, and	
	webinars) Australia-wide	Increase awareness of
		MDFA services and
	Prepare and maintain	support
	documentation for all education	
	events	
	Coordinate with marketing team to	
	increase awareness of education	
	events	
	Plan within budget	
Identify new education	Identify and pursue opportunities for	Expansion of education
opportunities	new education events, including	program and audience
	community groups, eye health	
	practitioners, expos, etc	
Data integrity	Prepare, maintain and update	Data is accurate and up to
	records for all education events	date
	Maintain database of event	
	attendees	
Evaluation and reporting	Evaluate education events	Education events are
		continuously improved and
	Provide data and reports to	are of high quality
	demonstrate targets have been met	
		Reports are high quality
		and demonstrate meeting
		or exceeding expectations
Helpline calls	Answer calls to the Helpline to	Macular disease
	provide non-clinical support, advice	community is supported
	and information in matters relating to	throughout their disease
Other duties	macular disease	journey
Other duties	Undertake specific projects as	
	required and assigned by the	
	National Program Manager aligned	
	to changing business needs	

Selection criteria:

Essential requirements

- Minimum 2 years' experience in similar role
- Demonstrated ability to collaborate with external stakeholders
- Ability to report on and evaluate projects
- Exceptional time management and organisational skills
- Strong communication skills
- Ability to manage targets and KPIs

Desirable requirements

- Initiative with ability to identify new education opportunities
- Experience working with webinar platforms
- Experience working with volunteers
- Understanding of the impact of macular disease
- Ability to work autonomously