



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.



Our purpose is to reduce the incidence and impact of macular disease.



Passion for making a positive **impact** for our community.

Trust: our work is rigorous and evidence-based.

Courage: we face our challenges and the unknown with courage and embrace innovation.

Empowerment: our strengths based approach empower our community to live optimally with macular disease.



We assume the best of each other and trust in our words and actions.

We act with integrity and treat everyone with respect and dignity.

We embrace diversity and promote inclusion.

We communicate transparently and debate openly.

We pursue disruptive and innovative solutions for our community.

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 coordination and planning	<p>Plan, monitor and coordinate administration to MDFA education events (including, but not limited to, education sessions, expos, and webinars) Australia-wide</p> <p>Prepare and maintain documentation for all education events</p> <p>Coordinate with marketing team to increase awareness of education events</p> <p>Plan within budget</p>	<p>Events are delivered successfully and reach targets</p> <p>Increase awareness of MDFA services and support</p>
Identify new education opportunities	Identify and pursue opportunities for new education events, including community groups, eye health practitioners, expos, etc	Expansion of education program and audience
Data integrity	<p>Prepare, maintain and update records for all education events</p> <p>Maintain database of event attendees</p>	Data is accurate and up to date
Evaluation and reporting	<p>Evaluate education events</p> <p>Provide data and reports to demonstrate targets have been met</p>	<p>Education events are continuously improved and are of high quality</p> <p>Reports are high quality and demonstrate meeting or exceeding expectations</p>
Helpline calls	Answer calls to the Helpline to provide non-clinical support, advice and information in matters relating to macular disease	Macular disease community is supported throughout their 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