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| **VOLUNTEER EVENTS COORDINATOR** |
| **Authorisation**  | Principal Solicitor & Centre Director  |
| RACS provides financially disadvantaged and vulnerable refugees living in our community access to critical legal services. We strive to ensure that men, women and children of all nationalities, religions and sexual/gender identity, who have been forced to flee their home countries due to persecution of race, religion, nationality or political views, get access to justice and are treated equally and fairly before the law.  With no Federal Government funding, we rely on philanthropic support and volunteers to provide vital legal services at no cost. |
| **Job Summary/Purpose** | We have an on-line zoom event coming up at the end of April (date tbc). This role will work with the Fundraising Manager and with key internal and external stakeholders to coordinate and implement the event to generate ticket sales. This is an exciting new event initiative for RACS which we hope to make a bi-annual event. If you are passionate about social justice and supporting refugees and people seeking asylum, this is a fantastic opportunity to work with a not-for profit organisations making a real difference.  |
| **Location**  | Working from home with zoom check-ins |
| **Hours per week** | Flexible. Our next event is towards the end of April so perhaps 5-6 hours per week.  |
| **Reports to**  | Fundraising Manager  |
| **Working relationships**  | * Fundraising Manager
* Marketing & Communications Officer
* Digital & Admin Support Officer
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| **Delegations** | Nil |
| **Screening requirements**  | Nil |
| **RESPONSIBILITIES** |
| Eventbrite: * Write copy
* Complete registration page
* Set up automated emails and reminder emails

Mailchimp: * Write copy
* Set up layout of emails
* Send to required database

Social Media: * Create and post to Facebook, Twitter, LinkedIn
* Create and post sponsored Facebook ads

Admin and Coordination:* Respond to enquires
* Liaise with panelists/speakers/partners
* Assist with promotion

**Additional if you have the skills/time:**Graphic Design* Creating banners for Facebook, Eventbrite, Mailchimp, Instagram, Twitter
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| **SELECTION CRITERIA** |
| **Essential*** Experience using Eventbrite & Mailchimp
* Experience with organising/co-ordinating events
* Skilled in writing creative and engaging marketing copy for promotional materials
* Strong organisational and administrative skills
* Friendly, enthusiastic and confident.
* Self-motivated with the ability to work autonomously
* Committed to supporting refugees and people seeking asylum.

**Desirable:*** Ability to run Facebook ads to targeted audiences
* Ability to produce promotional imagery through Photoshop and Illustrator
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| **GENERAL CONDITIONS** |
| All RACS staff and volunteers are required to: * Adhere to RACS’ Vision, Purpose and Values
* Adhere to RACS’ policies and procedures
* Demonstrate respectful and welcoming behaviour with all people at RACS in culturally appropriate ways. RACS is committed to working together to achieve a more inclusive community. Our workplace strives to be one that embraces and celebrates diversity and the wide range of skills, expertise and experience we can all bring to strengthen our dynamic, collaborative and responsive environment. RACS encourages people from all different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, people that identify as LGBTIQ+ and people with disabilities
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