

Position description: Event Coordinator

Position details

Employment classification	Full time
Probationary period	6 months
Location	Sydney
Reports to	Head of Events

Key behaviours and values

Supply Nation's values guide the way we work with our members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

Accountability

We take responsibility for our own actions. We honour our commitments.

Collaboration

We work together as a unified team to produce the best results for our customers.

Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

Empowerment

We create and promote a culture where all may thrive.

Position summary

Supply Nation is the Australian leader in Supplier Diversity and provides a direct business to business purchasing link between corporate Australia, government agencies and Indigenous owned businesses.

Our events are integral to what we do in connecting our stakeholders and positioning our organisation as a leader in the space. Reporting to the Head of Events and working within the Corporate Affairs team, the overall objective of this role is to ensure events run smoothly, on budget and are of an exceptional standard.

The functions of the Event Coordinator will continue to evolve with the needs of the organisation and our stakeholders.

Key responsibilities

The key responsibilities of the role are to:

- Support the promotion and delivery of Supply Nation events including trade fairs, forums, networking events through provision of administration, project management, logistics, registrations, venue liaison and communications
- Coordinate the promotion, logistics and delivery of Supply Nation training, including supplier and member online and face-to-face training
- Assist with producing the annual Connect event: conference, tradeshow, gala awards dinner and any secondary Connect events
- Support the Events team in delivery of aspects of other ad hoc events including registrations, venue liaison, contractor management, online event logistics and communications
- Work collaboratively with Marketing and Membership teams to ensure attendance targets for events are met
- Support the Events team in tracking sponsor inclusions for Connect, and other events
- Assist with producing reports on Supply Nation events to the CEO, Board, Committees and Senior Leadership Team
- Provide administrative assistance to the Events team
- Support broader team with a range of other events

Workplace health and safety

- Maintain a clean and safe work environment while complying with all safety policies and procedures
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so
- Participate in workplace consultative meetings and recommend improvements to relevant work place health and safety practices within the workplace

Key selection criteria

Specialist knowledge and attributes

Be able to demonstrate:

- Knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians in business
- Experience in event coordination
- Experience in working with teams to deliver successful event outcomes
- Experience in delivering large scale events including, but not limited to:
 - Conferences
 - Tradeshows
 - Gala Dinners
 - Training sessions
 - Workshops

Skills, knowledge and experience

- Exceptional time management and prioritisation skills to deliver outcomes on time
- A strong commitment to superior customer service
- Experience with ticketing systems (e.g. Eventbrite, Humanitix or similar)
- Experience with EDM systems (Autopilot experience a bonus); Salesforce or other similar CRM system
- Experience with virtual/online event platforms
- Intermediate to advanced knowledge of Microsoft Office – Outlook, Excel, Word, PowerPoint
- Ability to problem solve and work independently