Position Description

Sustainable House Day Project Coordinator

Location:	Geelong (Wadawurrung Country)
Employment type:	External Contractor
Contract Value:	Contractor Rate: $45/hour ex GST + 12% superannuation Maximum Hours: 440 hours Maximum Contract Value: $19,800 ex GST + $2,376 superannuation
Reporting to:	Co-CEO
Date approved:	15 Oct 2026

Geelong Sustainability is a not-for-profit community association and registered charity. Our vision is for people and our planet to thrive within sustainable limits. We exist to support our community to act on climate change and be more sustainable in their everyday lives.

We proudly deliver campaigns, events, projects and services that create local solutions to global problems across Geelong and the Barwon South West region. Our initiatives support, educate and activate residents and businesses to take action on climate change.

Sustainable House Day Geelong & Surrounds is an annual event that supports and reaches thousands of people to learn and implement sustainable principles and design into their home. The event is about connecting with inspiring home owners who generously open their homes to the public so that residents can learn from their experience and gain inspiration and knowledge that can then be applied to their own projects. Read more.

The Position

We are seeking a suitable contractor with the skills and capability to lead the coordination of Sustainable House Day Geelong & Surrounds 2027 (March 20). The contractor will be responsible for delivering all aspects of the event, which entails professional event planning and coordination, volunteer coordination, working with key stakeholders to ensure a successful event and supporting communications and marketing activities.

Key Accountabilities

- Lead the coordination and event planning of Sustainable House Day Geelong & Surrounds 2027.
- Work collaboratively with the Project Control Group and other key stakeholders to deliver an exemplar, professional event.
- Responsibility for engaging with and confirming involvement from homeowners, subject matter experts and event sponsors.
- Develop and maintain stakeholder relationships with homeowners, sponsors and experts.
- Develop a comprehensive marketing and communications campaign that promotes the event to new audiences.
- Recruit and coordinate volunteers to ensure the weekend runs smoothly with adequate human resources.
- Report regularly to the Co-CEO.
- Facilitate debrief and retrospective meeting with key stakeholders.
- Provide project completion reporting suitable for key stakeholders and project grant acquittal purposes.

Key Selection Criteria

- Demonstrated experience in the coordination of events or projects of a similar nature.

- Knowledge and interest in sustainability, sustainable building, sustainable design and/or retrofitting practices.
- Highly developed organisational skills, and the ability to manage and prioritise a range of tasks rapidly to ensure deadlines are met.
- The ability to engage with and develop rapport with a wide range of key stakeholders (home owners, sponsors, subject matter experts).
- Demonstrated experience in the coordination of volunteers or members of the public to ensure the project outcomes are met.
- Experience in preparing marketing and communications materials for targeted audiences and the general public.
- Ability to be flexible with time availability in order to provide more capacity during the months leading up (Feb-March) to the event weekend.

Essential skills and competencies

- Excellent communication skills (written, digital and verbal) for engaging with a variety of audiences (general public, key stakeholders and staff and management)
- Ability to deal with pressure and work to demanding deadlines, including juggling competing priorities effectively
- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders at varying levels
- High level of digital literacy including Google Workspace, MS Office, PowerPoint and Data Management systems.
- Ability to effectively plan, monitor and execute projects using a systemised approach and relevant tracking tools (e.g. Excel, Microsoft Project etc.)
- Ability to work collaboratively as part of a distributed team
- Knowledge of and commitment to the principles of sustainability
- Willingness to work and attend meetings outside of normal office hours
- A current Victorian driver's licence and the use of a car
- Eligibility to work in Australia

Other Information

How To Apply

- Applications should provide a cover letter describing your strengths and how you might apply them to this role in addition to your resume.
- Email applications to Geelong Sustainability Co-Chief Executive Officer, Emilie Flynn at: info@geelongsustainability.org.au.
- Applications must be received by **11:59pm Wednesday 11 November**
- To talk further about the position, please call Emilie Flynn, 0416 946 133.

Selection Process

It is anticipated that the following schedule will be followed in regard to the recruitment process:

Position advertised	Monday 19 October
Applications close	**Thursday 5 November, 11:59pm**
Advise of interviews	Friday 6 November
Undertake interviews	Week commencing 9 November
Appointment of successful applicant	16 November

Applicants should note the above mentioned key dates, and make provision for attending an interview if requested.

Employment Terms

- Appointment is subject to a satisfactory Reference and Police Checks.
- The position is an external contract for a fixed term.
- Contractors are required to have an ABN and relevant insurance.
- Contractor payment is processed monthly within 14 days of receiving a valid tax invoice.
- The successful candidate will be required to regularly work from home and also attend at our office space in Geelong CBD.