

United Nations Association of Australia Western Australia Division (UNAAWA) Volunteer Position Description

Young Professionals Committee – Events Manager

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals with a passion to further the United Nations Sustainable Development Goals (SDGs).

Area	Detail
Description	The Events Manager is responsible for supporting the Young Professionals Committee in planning and delivering key events.
Accountability	Reports to the Young Professionals Committee Convenor.
Recruitment	Expression of Interest and CV.
Key Responsibilities & Expectations	<ul style="list-style-type: none"> • Plan events from start to finish according to requirements, target audience and to the Young Professionals Committee objectives • Come up with suggestions to enhance the event's success • Prepare budgets and ensure adherence • Coordinate all operations • Ensure the events are completed smoothly and step up to resolve any problems that might occur • Analyze the event's success and prepare reports • Attend monthly Young Professionals Committee meetings. • Represent the Young Professionals Committee at events and networking opportunities, facilitating partnerships with like-minded organisations within the WA community. • Support the UN Day Awards process. • Support the Young Professionals Committee members in delivering a minimum of four events and initiatives annually.
Skills & Experience	<ul style="list-style-type: none"> • Knowledge of and/or experience with the SDGs. • Interested in the work of the United Nations. • Balanced analytical and creative thinker. • Expert management skills. • Ability to work collaboratively and demonstrate initiative. • Strong organisational skills. • Personal attributes of openness, honesty, and integrity. • Member of the UNAAWA*.
Skills Developed Throughout the Role	<ul style="list-style-type: none"> • Project management skills. • Event management skills. • Volunteer experience.

*Applicant may become a member after being successfully appointed the position.