

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

### Gender Equality Committee – Events Coordinator

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

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