

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

### Environment Committee – Event Coordinator

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals with a passion for environmental conservation and restoration, aligned with furthering the United Nations Sustainable Development Goals (SDGs).

Area	Detail
<b>Description</b>	The Event Coordinator is responsible for supporting the Environment Committee by leading the delivery of high-quality events which inform, inspire and engage the WA community on the work, goals and values of the United Nations.
<b>Accountability</b>	Reports to the Environment Committee Convenor
<b>Recruitment</b>	Expression of Interest and CV.
<b>Key Responsibilities &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• Attend monthly Environment Committee meetings.</li> <li>• Lead the Environment Committee in the delivery of a minimum of four events and initiatives annually.</li> <li>• Coordinate the development of the annual events strategy and calendar.</li> <li>• Manage end-to-end event planning including the budget.</li> <li>• Work with multiple stakeholders, volunteers, and vendors.</li> <li>• Evaluate event success and gather feedback.</li> <li>• Represent the Environment Committee at events and networking opportunities.</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>• Experience in organising events, almost autonomously.</li> <li>• Planning, coordination, and budget management experience.</li> <li>• Strong negotiating and communication skills.</li> <li>• Ability to work collaboratively and demonstrate initiative.</li> <li>• Personal attributes of openness, honesty, and integrity.</li> <li>• Member of the UNAAWA*.</li> </ul>
<b>Skills Developed Throughout the Role</b>	<ul style="list-style-type: none"> <li>• Project/event management skills.</li> <li>• Leadership and team skills.</li> <li>• Volunteer experience</li> <li>• Networking and collaboration skills with like-minded people passionate about sustainability, and introduction to industry leaders.</li> </ul>

\*Applicant may become a UNAAWA member after being successfully selected for the position.