

# Position Description

## Events Assistant



**Anxiety Disorders Association of Victoria, Inc.**

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*June 2016*

**Job Title:** Events Assistant

**Working Hours:** 6 hours per week

**Salary:** Voluntary Position

**Workdays:** 1 day a week (10:00 - 4:30pm) - **Tuesday**

**Location:** Kew, Victoria.

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### **Purpose of the role:**

ADAVIC runs a number of educational events in the form of Lectures, Workshops, and Professional Development Programs. The main purpose of this role is to assist the Managing Director to ensure that these events are well-organised, promoted and successfully delivered.

This role will concentrate on event preparation and promotion with an aim of attracting the right audience and improving the processes and procedures involved in these steps.

**Reports to:** Events Co-ordinator

### **Main duties and responsibilities**

- Pre-event
  - Assist with planning and organising of ADAVIC education events (lectures, workshops, Professional Development Programs)
  - Liaise with event presenters (mental health professionals)
  - Locate appropriate venues and conduct venue-related administration tasks
  - Organise event-related supplies and equipment
  - Liaise with phone support / bookings team
  - Assist with advertising and promotion of events
  - Assist with the advertising strategy for each event and track the effectiveness of strategy
  - Engage in target market research and build a contacts database
  - Work with our Social Media assistant to advertise events through social media
  - Work with our Public Relations assistant to advertise events through print and radio
  - Other administration tasks as relevant
- Post-event
  - Reconciling event and reporting on success
  - Utilising event feedback to improve delivery of future events
  - Assist with improvements to procedures relating to event administration
- Other duties as required

### **Skills & Experience required**

- Experienced in event management or project management
- Must have own vehicle and be willing to travel
- Well-organised with the ability to prioritise
- Detail and deadline-oriented
- Ability to manage workload and multiple competing tasks
- Good communicator with a professional manner
- Good knowledge of Microsoft Office software, general computer skills and use of office equipment
- Able to use judgment and act on own initiative
- Experience in market research desirable
- Marketing and public relations experience a bonus

### **Financial Requirements**

As ADAVIC is a self-funded organization, there are financial requirements relating to this position which help to cover our costs. Requirements for this position include:

- ADAVIC Membership (\$35 annual fee)

### **About ADAVIC**

Anxiety Disorders Association of Victoria is a not-for-profit, self-funded organisation. We provide support, information and resources to individuals suffering from or affected by anxiety, depression, and related issues.

Our unique grass-roots service bridges the gap between the individual, the local community, and health professionals. Our practical services have a positive effect on our client's lives through:

- reassuring people that they are not alone in their distress and that assistance is available
- providing information and resources to assist in a wide-range of self-help solutions; from information packs, books, CDs, and online services through to lectures, courses and workshops
- encouraging people to overcome their fears and sense of isolation by participating in support groups and attending social events
- promoting professional help; through running workshops, providing an online directory of therapists, and phone referrals to health professionals
- helping all of those affected by anxiety and depression issues, including sufferers, carers, parents, family and friends
- raising awareness and de-stigmatising anxiety and depression in the general community
- offering information and services to help equip health professionals

**Submit your resume and a cover letter outlining your interest to**  
[events@adavic.org.au](mailto:events@adavic.org.au) and [adavic@adavic.org.au](mailto:adavic@adavic.org.au)