

Position Description
Educational Events Assistant/s



Anxiety Disorders Association of Victoria, Inc.

February 2019

Job Title: Volunteer Educational Events Assistant
Term: Minimum 9 months
Salary: Voluntary
Workdays: 1 day per week (10am-4.30pm) Thursdays
Location: Kew, Victoria.

Purpose of the role:

ADAVIC has an extensive 2019 calendar of psycho-education events in the form of Information Sessions, Workshops, and Professional Development Training Programs. The main purpose of this role is to assist the Educational Events Co-ordinator 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: Educational Events Co-ordinator

Main duties and responsibilities

Pre-event

- Assist with planning and organising of ADAVIC education events (information sessions, 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
- Assist with advertising and promotion of events
- Work with our Social Media assistant to advertise events through social media
- Other administration tasks as relevant
- Assist with ad-hoc event administration related duties.

Skills & Experience required

- Must have own vehicle and be willing to travel (ADAVIC will reimburse for travel money)
- 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 event management or project management desirable
- Experience in market research desirable but not essential
- 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 helps to cover our cost which include Volunteer WorkCover Insurance at the cost of \$45.00

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

Please submit your Resume and cover letter outlining your interest to adavic@adavic.org.au

Applications close on Thursday, 28th February 2019