



A refreshing & challenging opportunity for someone who is keen to hone their skills in sales, event management, fundraising, business and marketing.

Requirements & Responsibilities

- Exceptional customer service skills
- A Positive, and charismatic personality
- Student mentality
- Strong work ethic
- Ability to work in a culturally and linguistically diverse team environment.

Background in Hospitality, Retail and Customer Service is preferred but not essential as for the right applicant, we will provide full training, mentorship and personalised coaching.

You will be responsible for:

- Assist with set-up and operation of event catering and equipment as required;
- Supporting the Events team with project work relating to marketing and relevant administrative duties;
- Assisting with the production and distribution of event collateral such as invitations, programs, signage and other promotional materials; and
- Helping with all elements of event production including speaker identification and coordination, event booking, AV and security requirements, catering and other supplier coordination;
- Speak to donors on the phone in engaging ways, thanking them for their donation
- Write personalised thank you letters & communications with artists, sponsors, invited guests etc
- Ensure the data-base is up to date
- Brain storm new and creative ways for fundraising events & donor relations
- Assist the leadership team in the preparation of policies and procedures, event guidelines, process maps and services manuals.
- Identify and communicate the needs of the community to other team members and portfolio leaders to ensure proper service throughout