



ABOUT ETHNIC+ INC.

Ethnic+ is a not-for-profit networking association for the CALD Rainbow community and its allies.

Ethnic+ understands that we are more than just our ethnicity. The purpose of this association is to understand and be understood through providing a safe place for members of the culturally and linguistically diverse (CALD) rainbow community and allies to meet, discuss and support each other through the specific challenges they may face.

POSITION DESCRIPTION

EVENTS MANAGER

REPORTS TO Management Committee

HOURS 4 to 8 Hours per Month

DESIRABLE SKILLS

- Organizational and time management skills
- Attention to detail
- Good negotiation skills
- Creativity
- Understanding of finances and budgeting
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite

RESPONSIBILITIES

- Attend and actively participate in Management Committee Meetings
- Develop, implement and manage events for Ethnic+
- Facilitate regular reviews, refinement and continuous improvement of current operational practices and procedures and provide recommendations to the Management Committee based on industry best practice with a view to enhancing quality and efficiencies
- Manage the events calendar and ensure effective planning of the events in line with budgets and the business unit's objectives
- Ensure that operational costs are reviewed regularly and efficiencies and cost savings are implemented
- Contribute to the strategic planning and implementation of Ethnic+'s strategic plan.