**Position Description**

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| **Role** | **Events Coordinator** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | General Committee |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting (optional) |
| **Organisation Description** | The Hunter Organic Growers Society is a not for profit community organisation run by volunteers in the Hunter Valley region.  ​  We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!  ​  Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for managing all aspects of the organisations events. This includes;   * Researching potential event locations, activities, or speakers. * Liaise with hosts or speakers to arrange the event details, and make records as per the events hosts information sheet. * Ensure the organisation hosts one event each month, except January, unless the committee agrees otherwise. * Design a yearly event schedule that meets the aims of the organisation and reflects the interests of the current membership. * Set simple event budgets in consultation with the Treasurer and Executive Committee as required. * Write ‘copy’ to advertise the event with the assistance of the Media Team. * Obtain images to promote the event from hosts and speakers. Provide to the Media Team. * Provide event information to the Media Team for publicity. * Consider the potential for events to aid fundraising for the organisation as required. |
| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively. * Previous experience with event or project management helpful but not essential. * Ability to commit to a monthly deadline for event listings. * Full training and mentoring will be available from the outgoing team, plus a range of support material supplied. * A smile on your face, a team player, and willingness to learn and develop your skills! |
| Benefits | * Free household membership to the Hunter Organic Growers Society * Excellent free training opportunity to learn new skills that are transferrable to employment or studies. * Joining the tribe and making new friends * That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle. |
| Contact | [hunterorganicgrowersociety@gmail.com](mailto:hunterorganicgrowersociety@gmail.com) |