

Job Title: Volunteer and Events coordinator

Reports to: Chief Operating Officer

Hours: Part-Time

Location: Remote - regular visits to the Sydney office, especially during campaigns or events required.

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society's at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Benefits and Culture:

- Flexible working arrangements with the ability to work remotely.
- Salary packaging and novated lease arrangements on offer.
- Access to a range of learning and development opportunities that will benefit and support you in your role.
- Benefits include 4 weeks annual leave, study leave, volunteer leave and other leave options.
- The chance to work with a mission-driven organisation dedicated to supporting orphaned children living in poverty.

Key Responsibilities:

- Coordinate and manage events from planning to execution, ensuring all logistical details are handled efficiently.
- Recruit, train, and supervise volunteers for various events and activities.
- Develop and maintain strong relationships with volunteers, donors, and community partners.
- Assist in the creation of promotional materials and social media content to boost event visibility and engagement.
- Monitor event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Prepare, distribute and analyse event reports and volunteer feedback surveys.

| Skills: | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| Demonstrated ability to manage multiple tasks and projects efficiently, with strong attention to detail | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Proficiency in administrative tasks, including scheduling, budgeting, and report preparation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience in recruiting, training, and supervising volunteers, with a proven ability to motivate and engage team members. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent written, verbal, and presentation skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Familiarity with social media platforms and basic marketing strategies. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Strong problem-solving skills. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Experience in event planning and coordination, preferably within the non-profit sector. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working knowledge of Arabic or Farsi | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Additional requirements: Flexibility to visit the office regularly, especially during campaign periods or events.