

Events & Administration Coordinator

- A key support role in a mission-led private Foundation
- An opportunity to be part of transformational projects in blood cancer research and clinical trials
- Flexible working environment with salary packaging
- Located in South Yarra, Melbourne

Snowdome Foundation's vision is to give every Australian blood cancer patient the best opportunity for a cure. To achieve this, we support clinical trials and research to accelerate next generation treatments with funds generated through our donor engagement events and activities. Our success is directly attributable to the generosity of our donors, and they form an intrinsic part of the Snowdome family.

The Events & Administration Coordinator is an essential support role that will help facilitate the coordination of a calendar of events and activities, along with the delivery of key administrative tasks for the next phase of development and growth of the Snowdome Foundation.

Reporting to the CEO, this is a dynamic and multi-tasked role with responsibility for all events and administration across Snowdome Foundation, delivering a range of virtual, in-person and hybrid events and providing administrative support to the CEO and the Snowdome Board.

We are seeking a motivated, values-driven person with a passion and understanding of the not-for-profit sector with experience in events and office administration. This role will suit someone who is enthusiastic, has bucket loads of initiative, a can-do attitude and a flexible approach to tasks and working hours. The successful candidate will be digitally savvy, have excellent office coordination skills, loves the detail and is happy undertaking a diverse range of tasks.

Application Instructions:

To apply for this role, please include a cover letter, resume and a statement addressing the Key Selection Criteria (limited to 3 pages in total). To be considered, applications must address the Key Selection Criteria in the position description.

Please submit your application by 5:00pm on 27 January 2023 to info@snowdome.org.au stating **Events & Administration Coordinator Application** in the subject line.

Events & Administration Coordinator

Position Description

Position Title:	Events & Administration Coordinator
Reporting To:	Chief Executive
Employment Status:	Full Time
Remuneration:	\$60,000 per annum inclusive of superannuation Salary Packaging available
Location:	South Yarra, Melbourne

About Snowdome:

Snowdome Foundation is the only Australian not-for-profit which focuses exclusively on raising funds to support translational research into blood cancers and accelerating next-generation treatments for Australian blood cancer patients.

Since 2010, Snowdome has granted more than \$52M, leveraged over \$18M in matched funds by working collaboratively with government and philanthropic partners, extended 64 research grants, and funded more than 89 multi-year Australian research positions. We have supported the establishment of Blood Cancer Research Western Australia to enable WA blood cancer patients to gain access to innovative treatments and are incredibly proud to have lent support to the Women in Lymphoma global initiative.

Snowdome is led by the CEO, a highly engaged Board and supported by a high performing Executive.

Our values define who we are, shape our culture and the behaviours and mindset of our people. They are passion beyond belief, excellence in everything we do, persistence in the pursuit of cures and partnerships for good.

Diversity and Inclusion

We are working hard to recruit people who represent the diversity of our community. Snowdome is committed to providing an inclusive culture where all our people can thrive, feel supported to do their best work and feel empowered to let their ideas flourish.

Purpose of this Position:

Reporting to the CEO and working closely with the Executive, the Events & Administration Coordinator will be responsible for delivering a small portfolio of virtual, in-person and hybrid events in Victoria whilst providing key administrative support for a range of tasks including assistance to the CEO, database coordination and general administration to aid in the implementation of Snowdome's strategic plan.

Duties:

- Deliver a minimum of five (5) successful educational and fundraising events across the calendar year through the coordination of database management, invitation design and distribution, ticketing, monitoring RSVPs, onsite logistics, run sheets, briefings and other activities as needed.
- Provide administrative support in the form of meeting attendance, agendas, minutes and volunteer management for Event Committees and Working Groups.
- Oversee smaller Snowdome stakeholder driven events through the provision of administrative support and volunteer management.
- Undertake executive assistance duties for the CEO, including diary management, organising meetings with internal and external stakeholders and other support as needed.
- Organise the annual calendar of Snowdome Board and Committee meetings along with clerical duties for the Board in the form of meeting attendance, agendas, minutes, and catering where needed.
- Assist the Fundraising and Marketing teams in implementing engagement initiatives.
- Monitor and ensure event data is recorded accurately within the Snowdome CRM system and database.

Key Selection Criteria:

Essential

- Minimum of 3+ years' experience working in a similar position involving multiple stakeholders (at Chair/CEO/Executive level)
- Exceptional organisational skills and the ability to deliver a high standard of work with superior attention to detail and accuracy
- Focused problem solver with endless initiative
- Able to think clearly under pressure and prioritise multiple tasks simultaneously to meet strict deadlines
- Experience in operating effectively in a flexible, cross functional team environment with excellent client service skills and focus
- A diverse mix of administrative skills, with sound knowledge in Word, Excel and CRM/Database applications
- Excellent numeracy, literacy and communications skills – both written and oral
- Enthusiastic, positive and outgoing approach with exceptional interpersonal skills to confidently interact with people at all levels and in all circumstances
- A strong alignment and commitment to our values and behaviours, with a working style that reflects these and contributes to a constructive, high-performance culture

Desirable:

- Experience using a CRM system such as Salesforce or a platform for content management.
- Experience in not-for-profit, charitable, or philanthropic organisations.

Relationships:

With	Purpose
1. CEO	This position will report to the CEO.
2. Snowdome Executive	This position will work closely with all members of the Snowdome Executive.
3. Board Members	This position will interact with Board members on a regular basis.
4. Snowdome Committees	This position will interact with Snowdome Fundraising and Events Committee members and event volunteers
5. Stakeholders (donors, government, partners, funding partners, ambassadors, volunteers)	This position will interact with key stakeholders as needed.

Other Relevant Information:

Eligibility

To be appointed to this position you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia.

The successful applicant may be required to obtain and provide a National Police Check or equivalent.

Flexible Working Arrangements

We work flexibly at Snowdome, offering a range of options for how, when and where you work.

Performance Appraisals

Performance review and career development discussions take place on a six-monthly basis.

Acceptance of Position Description

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other



appropriate duties related to the Events & Administration Coordinator may be assigned that are not listed in this position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

Employee
Signature _____ Date _____

Manager
Signature _____ Date _____

Performance review period: every 6 months

Next review
date _____