



Institute of Public Administration Australia
(Victoria)

Events Coordinator (Maternity Leave Position)

Full-time or part-time

The Institute of Public Administration Australia, Victoria (IPAA Victoria) is the independent professional association of the public sector. IPAA offers professional development programs and events, administers significant awards, and provides high-level networking opportunities across government.

Our mission is to enhance the capacity, integrity and reputation of the public sector in Victoria.

The Event Coordinator is responsible for:

- Organising the appropriate venue for professional development programs and events, including negotiating contracts, planning room/seating arrangements and catering needs
- Administering professional development programs and events, including mail distribution, processing registrations and event data management
- Coordinating professional development programs and events on the day of the event, including setting up the room, registration desk and liaising with venue and audio visual staff
- Post program administration and follow up activities
- Handling customer service and participant enquires for professional development programs and events
- Pre and post professional development program and event communication to participants
- Administrative activities in other business areas as required

Applicants should have:

- Experience working across a number of administrative functions within a business
- Extensive experience with routine event administration, communication and databases
- Ability to manage and prioritise a range of tasks, plan workloads and work to deadlines, as well as being able to adapt to changing priorities and work demands
- A high level of interpersonal verbal and written skills
- Assertive communication skills combined with a capacity to exercise judgement

Preferable experience:

- Experience working in or with the public sector

Application:

Please apply in writing to **Geraldine Kennett, Program Director IPAA Victoria**, Level 3, 37 Little Bourke Street, Melbourne, 3000 or email geraldinek@vic.ipaa.org.au