

## Position Description: Events Manager

Youth in Motion (YIM) is a not-for-profit organisation aimed to empower at-risk young people. YIM currently manages two key initiatives, The Learning Project (TLP) and an annual Art and Writing Competition and associated online magazine. TLP aims to provide educational support to at-risk youth by operating a free tutoring service based at Naremburn School on Wednesday afternoons during the school term. The annual Art and Writing Competition aims to foster and reward creativity in at-risk youth, with entries published in an online magazine and prizes given to the top three entrants in each category.

**Job Overview:** As Events Manager, your primary role is planning and coordination of any Youth in Motion events. This includes the Youth in Motion end-of-year party, any TLP tutor gatherings during the year and meetings between the board and core management team. In addition we hope to run fundraising events such as exhibitions, film screenings or auctions. You will be integrally involved in the scheduling and planning of these events, as well as ensuring they run smoothly on the day. Being a core part of the Youth in Motion Management team, you will also need to attend fortnightly management meetings, where you will report on your role and also contribute to wider discussions regarding Youth in Motion Operations.

**Workload and Pay:** on average 4 hr/week, voluntary

### Responsibilities and duties:

- Planning and scheduling events
- Attending and running events
- Contributing ideas about new events to run (e.g. fundraising events)
- Participation and communication with Youth in Motion core team (including attendance at fortnightly meetings)

### Minimum qualifications/must-haves:

- Proficient with setting up and publicising events on Facebook
- Embody our organisation's values
- Ability to work within a team environment
- Accountable
- Responsible

### Desirable Traits:

- Lived experience with aspects of marginalisation or hardship
- Prior events management experience
- Connections/prior experience with not-for-profit organisations, particularly with youth-focused operations

If this sounds like your kind of gig, please email our CEO Alice Zhang at [alice.zhang@youthinmotion.org.au](mailto:alice.zhang@youthinmotion.org.au) with the following:

- Subject line as 'Event manager application'
- Cover Letter + Resume