



# Indian Support Center

Reg No: INC1500501 ABN No: 72966316271 Charity Reg No: CFN/23874

2 Lane Street, Wentworthville NSW 2145

[www.indiansupportcenter.org.au](http://www.indiansupportcenter.org.au)

<b>Job title</b>	<i>Event Administrator</i>
<b>Job type</b>	<i>Volunteer Work Experience</i>
<b>Reports to</b>	<i>Mentor/President</i>

## Job purpose

To assist, organize and conduct events that will make an impact to the target audience and also ensure events are successful and cost-effective, paying attention to budget and time constraints.

## Duties and responsibilities

- Plan event from start to finish according to requirements, target audience and objectives
- Coming up with suggestions to enhance the event's success
- Preparing budgets and ensuring adherence
- Liaise with vendors, suppliers to negotiate best deal for requirements
- Acquire sponsorships for events
- Analyze the event's success and prepare reports
- Assist in writing grants to Government and charity organisations to improve the revenue for the organisation.
- Adhere to ISC Core Values
- Secure and maintain client confidentiality

## Requirements

- Knowledge, skill or experience in event management
- Knowledge, skill or experience in sales and marketing
- Strong verbal and communication skills
- Ability to work with a team or independently if required
- Ability to multitask and perform within deadlines

## Performance Goals

- Complete tasks within Deadline
- Maintain quality and success of events
- Conduct professionally with peers and clients at all times

## Working conditions

Part-time

<b>Approved by:</b>	
<b>Date Approved:</b>	
<b>Date Reviewed:</b>	