
Position Description – Experience Coordinator

Position title: Experience Coordinator

Reporting to: Children's Rights Queensland Management Committee

Role type: Fixed term lump sum contract (July 2021 - June 2022)

Hours per week: average of 6 hours a week (need to have the ability to complete additional hours prior to and during Children's Week – October 2021)

Salary: \$40/hour (fixed-term contract with the opportunity to extend). You will need to have your own ABN and will be paid in monthly instalments.

Children's Rights Queensland:

Children's Rights Queensland was founded in 1971 and has a rich history of promoting the rights of children and supporting communities. We deliver a range of initiatives that raise awareness of the needs, rights and achievements of children. Children's Rights Queensland is focused on ensuring awareness of children's rights under the United Nations Convention on the Rights of a Child. We convene Children's Week in Queensland each year, which celebrates the right of children to enjoy childhood.

Purpose of the position:

The role of the Experience Coordinator is to build the profile of Children's Rights Queensland (CRQ), oversee the delivery of initiatives and ensure a streamlined experience is delivered across all platforms. The Experience Coordinator will be guided by the Children's Rights Queensland Management Committee.

Responsibilities and duties:

- Manage social media platforms and post new content
- Implement a communications plan for Children's Week
- Develop newsletters and encourage the involvement of organisations in Children's Week
- Send out welcome packs to new initiative participants
- Assist with coordination of the Children's Week grant program and event registration process
- Regularly contact and update CRQ Ambassadors and partners across Queensland
- Coordinate the delivery of a Children's Week Launch event
- Maintain the CRQ Email Marketing system and database of members
- Research existing events already taking place during Children's Week and approach about co-branding and cross-promotion
- Develop resources as required
- Assist with reporting and administration requirements
- Complete any additional tasks as directed by the Management Committee

Role requirements:

- At least three years experience in event, administration, marketing, or experience coordination
- Skilled in project management
- Experience using a CRM system (e.g. ActiveCampaign)
- Computer savvy; proficient using Office 365 and WordPress
- Outstanding communication skills
- A knack for problem-solving
- Excellent organisational skills
- Customer-service orientation
- A team player

What you will get:

- An opportunity to work for an organisation that values children and their rights
- Flexible hours
- Opportunity to innovate and implement new initiatives
- Experience working for a non-profit organisation

Relationships:

Details of relationships relevant to this role

- This role reports to the Children's Rights Queensland President and Management Committee.