JOB PURPOSE

Working as part of the Engagement team at CSI, the Events & Marketing Assistant will provide administrative support and assist with activities including maintaining the CRM database and supporting the conference and events team. We are looking for a candidate that has the potential to be a dynamic, effective and reliable member of the CSI team.

NATURE AND SCOPE

This role is ideal for self-driven candidate that has experience in administration and ideally some experience in marketing and event related activities.

The Events & Marketing Assistant must have the capacity to manage and prioritise competing deadlines, and the ability to work across several projects and events simultaneously.

The Events & Marketing Assistant needs to be responsive to the often rapidly changing needs of events & marketing environments, and be able to cope with a fast-paced work environment.

The Events & Marketing Assistant will be a part of CSI’s Engagement team, reporting directly to the Engagement Director.

MAIN DUTIES

The Events & Marketing Assistant will be required to:

- Support the Director of Engagement & Events
- Support the Engagement Team in the seamless delivery of projects
- Assist in general office duties including vendor admin support, account reconciliation, mail-outs and website updating
- Develop marketing and event collateral and other assets aligned with CSI’s brand guidelines
- Provide general event administrative duties including registration processing
- Perform on-site event management duties as directed by the Conference Manager
- Continuously update and provide reports from event attendance databases
- Deliver high levels of customer service both internally and externally to customers and suppliers
ENVIRONMENT

Position Context

CSI is a multi-university partnership seeking to create beneficial social impact in Australia through teaching, research, measurement and the promotion of public debate. The university partners are: UNSW, the University of Melbourne, Swinburne University of Technology and the University of Western Australia.

CSI’s head office comprises academic and professional staff, is part of the Australian School of Business at the University of NSW and is based in Sydney CBD.

The Centre brings together Australia’s not-for-profit, philanthropic, business and government sectors in a collaborative effort to help build passionate, high performing and sustainable social ventures. At the same time the Centre encourages and supports businesses to turn good intentions into best practice through social investment.

A key part of CSI’s role is to develop and champion a vision for a more effective social impact system and CSI’s 2013-2017 strategy will see it step up its focus on systemic improvement.

This strategy will reinforce CSI’s role of understanding, advocating and teaching about the ‘how’ of social impact – that is how the Australian system and the organisations within it should more effectively work towards improved social impact, rather than the ‘what’ – such as education, health, welfare or indigenous issues.

CSI plays four key roles to achieve this: Vision Leader, Convenor, Knowledge Champion, and Educator. It investigates the ‘how’ of social impact through real-world projects, case studies and partnering with practitioners and subjects in different areas.

Strategic focuses for CSI (2013-2017) are:

- Championing CSI’s vision for more effective social impact in Australia
- Promoting key priorities for improving social impact based on best available evidence and examples
- Bringing sectors, organisations and leaders together to more effectively achieve impact
- Maintaining and growing outstanding partnerships and alliances to achieve impact
- Leveraging research to develop the best thinking in priority areas
- Organising and sharing best practice, and positioning CSI as a trusted source of social impact knowledge

Reporting Relationships

The Events & Marketing Assistant position will report to the Director of Engagement & Events, and work closely with the Marketing Manager and Conference Manager.

Subordinates

There are no subordinates reporting to this position.

Challenges & Constraints

- Working across boundaries – CSI, ASB, UNSW and national University Partners in Perth and Melbourne, each with unique systems and processes
• Continue to establish a relatively new area of work for CSI and the related systems and processes
• Working within an increasingly matrix-driven and virtual organisational structure
• Restricted resources of university partners

SELECTION CRITERIA

Essential
• A diploma-level qualification or equivalent professional experience
• Experience in office administration
• Willingness to learn and to undertake assigned tasks
• Interest in marketing, communications and event management
• Excellent customer service approach
• Good administrative and time management skills, with the ability to plan and prioritise workload to meet tight deadlines
• Demonstrated effective written and verbal communication skills
• Proficiency with the Microsoft Office applications and the use of the internet
• A high level of accuracy and attention to detail
• Ability to work effectively autonomously and in a team to produce seamless results
• Sound knowledge of equal employment opportunity principles
• Knowledge of health and safety policies and procedures and a commitment to attending relevant training.

Preferable
• A passion for the social sector
• An understanding of the tertiary and/or professional environments
• Experience in event coordination and marketing.

TERM

This is a fixed term position for 3 years.