



Position Description: Event Management Coordinator (Volunteer)

About Ngalaya

Ngalaya Indigenous Corporation is the peak body representing over 400 First Nations lawyers and 350 First Nations law students in New South Wales. Ngalaya is a registered charity founded in 1997 by a group of First Nations law students. Ngalaya is run by a volunteer board of First Nations people.

Ngalaya is committed to supporting the next generation of First Nations lawmakers and is establishing several new volunteer roles and sub-committees to build its organisational capacity.

About the role

The Event Management Coordinator is a volunteer role reporting to Ngalaya's Executive Director. Ngalaya's Events Management Coordinator will be responsible for managing a small number of volunteers to plan and execute Ngalaya events.

This will include collaborating with law firms and other third parties to identify opportunities for Ngalaya networking, fundraising and other events.

Ngalaya's aim is to hold one large event once every quarter, with smaller intimate events throughout the year, and a large annual dinner-style late in the year.

Key responsibilities

- Coordinating Ngalaya's Event Management Sub-Committee, including the recruitment of volunteers, delegation of work, and overall responsibility of event management.
- Identifying opportunities for Ngalaya to host events, in collaboration with the Member Engagement and Fundraising Sub-Committees.
- Coordinating with all necessary third parties, e.g. corporate host, event photographer, caterer, guest speakers, donors.
- Coordinating with the Communications and Member Engagement Sub-Committees to advertise the events.

Essential criteria

- Excellent written communication and plain language skills.
- A high level of organisational skills, time management, and a commitment to prioritising Ngalaya work when necessary.
- A good understanding of the legal profession.

- An excellent understanding of First Nations culture and legal issues facing First Nations people.
- Creativity in your approach to resourcing and funding events, and ways of attracting attendance.

Desirable criteria

- Experience with event management and coordinating volunteers.
- Communication/marketing studies.
- Experience in budgeting.

To apply for this position

Interested applicants should submit a copy of their CV and a cover letter addressing the responsibilities and essential criteria for the role to Jason O'Neil, Executive Director of Ngalaya by email: jason.oneil@ngalaya.org.au

Applicants should identify any other volunteer roles with Ngalaya that they might be interested in.

Interested applicants can also contact Jason on 0435 125 569 to discuss the role.