



# EVENT COORDINATION

Organising and participating with Monash, Kingston & Hume Councils' quarterly events.

- Researching, organising, scheduling potential exhibitions, seminars, events to participate in;
- Creating marketing material to be used in the events;
- Creating proposals, budgets and inventory for resources required during events;
- Attending Council events that are timely to the NDIS industry;
- Attending expo's, seminars, outreach programs and school's to promote NDIS well-being, supports and service;
- Creating schedules, run sheets, risk assessments and following OH&S policies and procedure;
- Procurement and inventory of promotional material;
- Provide assistance during events, from bump in, duration and bump out;
- Coordinating and liaising event plans, in creating informative and interactive programs;
- Adhoc marketing and social media tasks, as requested by management, to develop strong communication with other NDIS providers and communities.