



EVENT COORDINATION

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

- Coordinate and support the organisation's participation in community engagement initiatives, expos, and networking events hosted by local councils, including Monash, Kingston, Hume, and other relevant community organisations.
- Research, plan, and coordinate opportunities to participate in exhibitions, seminars, community events, industry forums, and outreach programs that align with organisational objectives and participant needs.
- Develop engaging marketing and promotional materials to support community awareness, participant engagement, and event participation.
- Assist in the preparation of event proposals, budgets, resource planning, and inventory management to ensure successful event delivery.
- Represent the organisation at council events, disability expos, community forums, and industry networking opportunities relevant to the NDIS and disability support sector.
- Support engagement activities within schools, community groups, outreach programs, and local organisations to strengthen community connections and accessibility to supports.
- Prepare event schedules, run sheets, risk assessments, and event documentation in accordance with organisational policies, Work Health and Safety (WHS) requirements, and best-practice standards.
- Provide hands-on support throughout all stages of events, including event setup (bump-in), event operations, stakeholder engagement, and pack-down (bump-out).
- Liaise with internal teams, community partners, NDIS providers, and stakeholders to deliver informative, interactive, and inclusive events and programs.
- Build and maintain positive relationships with participants, families, support networks, service providers, and community organisations to enhance collaboration and referral pathways.