

Position Description

veski Events & Digital Community Coordinator

Working hours: Full / Part Time (up to 4 days per week)

Salary: Commensurate with experience

Location: Our team currently works from home - attending onsite event venues (as required) and gathering regularly for face to face engagements.

Start date: ASAP

Closes: Applications are being reviewed on a rolling basis so please apply ASAP if interested.

The Opportunity

We have a really exciting opportunity to join a small but nimble, passionate and supportive team to deliver exceptional events and create an inclusive environment for our **veski** connected community members to thrive. We are looking for someone eager to learn, excited by events and community engagement and driven by the mission to connect, support and inspire the people and organisations needed to grow Australia's innovation culture.

About Us

veski plays a unique role by ensuring the people, skills and community are in place to support Victoria's innovation and research ecosystems to sustainably deliver the talent and leadership Victoria needs to create maximum impact.

Leveraging its growing community of science and innovation leaders, **veski** amplifies the work of talented individuals showcasing Victoria as a destination for innovation.

veski fosters a supportive and inclusive environment where participants build skills and learn from each other to stimulate new jobs and employment opportunities and create high-performing businesses.

As an independent broker, **veski** identifies, develops, and connects individuals and organisations to enable innovation across academia, industry and government focused on Victoria's emerging priorities.

The programs and activities at **veski** are tailored to the changing needs of its community, delivering programs both in person and virtually to accommodate the new hybrid landscape of the sector.

veski embraces digital communications as its primary avenue for reaching its growing audience. Key channels include regular **veski** bulletins, video content, and an active share of the social media conversation on Twitter, LinkedIn, YouTube and Facebook.

We are a small team, but we punch way above our weight in impact. We move fast, embrace new ideas, love to learn from and openly share our mistakes and we go above and beyond for one another. We don't take ourselves too seriously and know how important it is to go with the flow, whilst always remaining professional.

About You

You are a self-driven professional with experience in event management and coordination. You are naturally a people person who has dabbled in social media, creating content, digital marketing, and enjoys working with people and hosting events. You are a friendly and positive communicator, as well as a great listener who is attentive to stakeholder needs.

Further, you care deeply about diversity & inclusivity and the progression of our future skilled workforce. The idea of community engagement, bringing people together and building a movement for equality truly excites you.

Your Skills and Attributes

- **People person:** Engaging with people lights you up. You enjoy being the first point of contact and can communicate effectively and warmly with members and stakeholders – virtually and in real life.
- **Organised planner:** You have experience in developing, planning, and implementing events and programs to budget and on time.
- **Proactive go-getter:** You love working in a tight-knit, high-energy, flexible team that's driven to build a supportive and inclusive community for Early Career Researchers (ECRs) or mid-career emerging women in STEM leaders. You can work autonomously and meet deadlines.
- **Values-driven:** You are passionate about elevating and empowering women in STEM. You care about intersectionality, inclusivity, and diversity. You feel naturally aligned with **veski's** mission to connect, support, and inspire the people and organisations needed to grow Australia's innovation culture.
- **Enjoys the detail:** A clear written and verbal communicator, who demonstrates close attention to detail, whether that's avoiding typos in emails/social media posts, to being able to ensure nothing is missed. Enjoys being organised and staying on top of all the details to create excellent member experiences.
- **Quick thinker and resourceful:** You have a sense of accountability and self-directed to research issues and solve problems.
- **Lover of growth and learning:** Your superpower is learning and trying new things. You are not deterred by constructive feedback and enjoy new challenges.

The Role

As **veski's** Events & Digital Community Coordinator, you will be supporting the **veski** team with coordinating announcement events, major symposia and engaging our connected community both digitally and in-person. Your key responsibilities will include:

- Project management of all events (announcements, masterclasses, workshops, summits, and networking events) both online and in real life
- Assist in the design and coordination of **veski** masterclasses and events both virtually and in real life
- Promote **veski** events and activities across Facebook, LinkedIn, and Twitter plus other social channels to build **veski's** brand
- You may be called upon to host online events from time to time
- Be an active contributor and connector in the **veski** connected community
- Respond to members of the **veski** connection enquiries, requests and needs in a timely manner
- Always be thinking about and acting on how best to support our members and their needs with introductions, connections, and suggestions.
- Build relationships with **veski** connected community members

Perks of working with veski

- Flexibility in terms of days and hours (we particularly encourage you to apply if you're returning to the workforce or are considering transitioning from academia to industry)
- Work from anywhere (except when we meet as a team in person)
- \$1500 p/a towards PD and leadership training
- Coaching and mentoring from Julia Page and Vaidehi Deosthali
- Part of an epic team to learn, grow, have a positive impact, and immerse yourself in our innovative society

If you feel you can do even 60-70% of the role, we encourage you to apply. We're aware that women often only apply for jobs they feel 95% qualified for.

Application Process

veski Events & Digital Community Coordinator

Please email us your

- Curriculum Vitae (no more than 3pages)
- Introduction video. Please send through a maximum of 2.5min video answering the question: why you would be the best person for the Events & Digital Community Coordinator position and what excites you about working with and growing **veski**
- 2 completed tasks (see below)

Email the above to info@veski.org.au. Applications are being reviewed on a rolling basis so please apply ASAP if interested.

TASK 1.

veski regularly hosts face to face and virtual masterclasses for either Early Career Researchers (ECRs) or mid-career emerging women in STEM leaders - which are in the form of panel discussions, networking events, practical workshops or presentations led by industry specialists.

The task is to come up with 2 masterclass event ideas for either group (identified above) of the **veski** connected community. For each event (face to face or virtual), provide the speaker, title, interesting venue (if applicable), content to be covered and event relevance.

TASK 2.

Based on one of the events created in TASK 1, draft an outreach email to the guest speaker, inviting them to host a **veski** masterclass. Include an introduction about **veski**, the masterclass program and any pertinent details of their involvement, such as date, time, etc.