

Position Description

veski events assistant

What we are looking for...

We are looking for someone who has a flare for event delivery (maybe you have worked in hospitality during your degree) and looking for an opportunity to cut your teeth in a small yet well-established organisation that has tried and tested systems in place for successful event delivery from ministerial attended events (upwards of 150pax) to workshops or round table conversations for as few as 10-12pax.

When: Immediate start and run until the end of this calendar year – with an option to extend into 2024

Where: Melbourne (A combination of Working from Home and Event delivery in Melbourne & surrounding suburbs)

How to Apply: Send your resume (no more than two pages) and a cover letter addressed to the **veski** fellowships and operations coordinator via info@veski.org.au telling us why you would like to join the **veski** team in the Events Assistant role and what strengths you will bring to the role.

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

Feel free to contact the **veski** office on 03 9635 5700 if you have any questions.

The role:

As the **veski** events assistant you will work at the forefront of innovation in Victoria as part of a close-knit team focused assisting in the coordination and delivery of key events - to include (but not limited to) our **veski** inspiring women program and the delivery of the Victoria Prize for Science & Innovation and the Victoria Fellowships - to enhance networking opportunities across the **veski** connected innovation community and broader Victorian innovation system. There is also scope to assist in the communications and promotion of these events.

Your role is pivotal to the success of **veski's** events which underpin a suite of proactive, innovative programs, partnerships and skills training and education opportunities tailored to support the community's needs, forming part of Victoria's thriving science and innovation communities.

The role reports directly to the **veski** fellowships and operations coordinator.

You will be highly motivated, extremely well organised and have a high level of attention to detail. You will also be innovative and comfortable working collaboratively or autonomously as required.

About us...

veski's mission is to connect, support and inspire the people and organisations needed to grow Australia's innovation culture.

Key responsibilities include:

- Assist in the coordination and delivery of all **veski** event activities including but not limited to **veski** fellowship programs; our connected community activities; the **veski** inspiring women program; the Victoria Prize for Science & Innovation & the Victoria Fellowships as well as public conferences and workshops; including stakeholder liaison with representative communities;
- Provide assistance and support in promoting the **veski** events through **veski**'s social media communication platforms;
- Provide administrative assistance to the fellowships and operations coordinator during times of application calls and the processing of selection panel documentation;
- Provide administrative support to the **veski** MD & chief executive and contribute to the development of business proposals, communications, events and resource allocations. Work at this level may require the ability to investigate, interpret or evaluate information;
- Contribute to resource and budget planning and reporting within **veski** events activities;
- Provide administration and support services to all **veski** programs and activities on a day-to-day basis, including data management, spreadsheets, timetabling and stakeholder and supplier liaison; and
- Ensure appropriate records are managed, monitored and maintained.

As the **veski** events assistant you will possess:

- a tertiary qualification
- highly developed organizational and coordination skills
- outstanding written and oral language skills with a keen eye for detail
- demonstrated extensive high level experience in administrative and office management
- interpersonal and communication skills with the ability to liaise effectively with all stakeholders
- passion for coordinating and managing events and meetings
- Ability to work as a team member and to support management by working independently, including the ability to initiate action without specific instruction and to identify continued improvement opportunities.

Preferred but not essential:

- keen interest in marketing & communications
- some event management experience.

In return, **veski** provides a flexible, supportive and creative work environment where you will play an important role in the success of the organisation.

Additional benefits include flexible working arrangements, most events are centrally located within easy access to public transport. On the job training with support from colleagues, and a variety of professional and personal development opportunities including mentoring.