

Job Advert: Events Assistant

About the business

The Primary English Teaching Association Australia (PETAA) is a national, not for profit association that supports primary school educators in the teaching and learning of English and literacies across the curriculum. We are a dynamic, innovative and ambitious organisation, that is in a period of growth and technological change.

OUR VISION: A national leader in the fields of English and literacies across the curriculum, connecting literacy and English as a coherent, productive topic for theory, research and educational practice.

OUR MISSION: To provide a powerful literacy education to every young Australian.

About the role

We are looking for an engaging Events Assistant to join our small team, based in Newtown, NSW. This is a full-time role, ideal for someone who is proactive and driven, looking to start out their career in events, customer service and administration. You will be responsible for event administration and you will be mentored and supported by experienced team members, whilst encouraged to work autonomously, rapidly learning new skills and systems.

The PETAA staff are team-oriented, passionate about our sector and member-focused. The Events Assistant is expected to play an active role supporting the full PETAA team to fulfil the smooth, day-to-day functioning of PETAA service delivery. They are an important part of the whole-team approach to servicing and supporting our membership base.

Key responsibilities:

- Manage and enrol attendees for professional learning courses, conferences and events, both online and face to face
- Complete administration tasks around event participation and accreditation where appropriate
- Coordinate Professional Learning events, including but not limited to: travel arrangements, catering, venue facilities, name badges, photocopying, dispatch of course materials and communication with event attendees
- Respond promptly and professionally to phone and email inquiries regarding events from prospective members, members, and the general public and other industry bodies
- Carry out office administration and support where required for the team at PETAA

The Events Assistant is a person who:

- Is required to be multi-skilled in working in a small team while proactively supporting and providing relevant services to maintain the efficient operation of PETAA's business.
- Ensures clear communication with internal team members and external clients. A critical facet of the role is the accurate and logical creation and maintenance of data files, efficient retrieval and dissemination of information and effective reporting as required.
- Is able to work efficiently and productively in database management and in performing general office tasks when required.
- Has excellent attention to detail.

Required experience and skills

- A diploma or advanced certification in Events Management, Administration or Communications would be well regarded
- Ability to work proactively and effectively with minimal supervision

- Computer literate and confident on the telephone
- Strong communication skills and the ability to communicate effectively with a variety of stakeholders
- Experience (whether through part-time work, full-time work or an internship) of working in customer service would be highly regarded.
- Ability to work well under pressure and in a fast-paced environment