



Events Coordinator

- **Fantastic opportunity to work within a leading conservation organisation and help protect Australian wildlife**
- **Exceptional location in our Melbourne CBD office**
- **Full time 3 years fixed term role**

Bush Heritage Australia, a national leader in landscape-scale conservation, is seeking an Events Coordinator

Bush Heritage Australia is a national leader in landscape-scale conservation. Independent and evidence-based, we work where we are needed most: in areas of high conservation value with low levels of protection. We protect and help manage 11.3 million hectares of land, providing habitat for over 6359 native species, including at least 243 threatened species. We have two proven approaches to what we do: we carefully select, purchase, and manage landscapes of high conservation value; and we work in partnership with others, including Traditional Owners, to achieve conservation outcomes.

About the role:

This position coordinates and manages the Events Program, which plays a key role in engaging and inspiring supporters of Bush Heritage Australia. The Events Coordinator also works closely with the Visitation Program Team and provides administration support in delivering our reserve-based visitor program. This is an exciting role with opportunity to explore new ways in which we engage with people.

What you will need to succeed:

- A sound knowledge of, and experience in, managing Events.
- Experience in running digital events in platforms such as Zoom and Teams.
- Excellent inter-personal and written communication skills, with meticulous attention to detail.
- Commitment and passion for creativity.
- Able to manage time well while working on concurrent projects and work autonomously.
- The ability to understand what key stakeholders want from the event.
- The ability to make quick decisions and to stand by them.
- Demonstrated the ability to remain calm under pressure.

How to apply:

For more information and to download a PD visit: <https://www.bushheritage.org.au/who-we-are/about/employment/events-coordinator>

If you have a passion for conservation and want to make a real difference in protecting our natural environment, then apply by sending your resume, cover letter and a separate document addressing the selection criteria to employment@bushheritage.org.au quoting in the subject of the email: your name & job ID: EC2021.

If you require further information, please contact Katrina Blake, Visitor and Events Manager on 0407 232 680 or Katrina.blake@bushheritage.org.au

Bush Heritage Australia actively encourages applicants from diverse groups and communities including Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse communities, women, people with diverse ability and LGBTIQ (sexuality and gender diverse and intersex) communities.

Applications close: 16th May 2021