

Muscular Dystrophy Queensland

Events Coordinator

Join our small, supportive team to deliver MDQ's annual fundraising events program. Whether is Ride Walk Roll, the BrisbaneHOG charity ride, the Ray White Surfers Paradise Muscular Dystrophy Ball or other events in between, you'll have the opportunity to hone your fundraising skills across our range of signature events.

Muscular Dystrophy Queensland's staff are mission-driven and live our values; knowledge, service and community. We strive to empower our community to "live the lives they choose". With timely access to services and disability related supports, people can conquer the barriers their condition presents.

About the team

The Events Coordinator is a key role in the Fundraising & Marketing Team. The position forms part of a small, supportive team with 4 other marketing professionals; Fundraising Specialist, Database Coordinator, Fundraising Officer & Marketing Specialist.

There has been some movement in the team since our move from North Brisbane to Underwood in October 2023, providing the opportunity to review the team structure and build new roles offering greater specialisation.

About the role

The fulltime Fundraising Coordinator position has been increased from a 3 day per week role. You'll be closely supported by our Fundraising Specialist as your team leader. Join us at this exciting time of change and make your mark on our established fundraising program, currently raising almost \$1 million annually.

Your focus will be:

- Coordinating Muscular Dystrophy Queensland's fundraising events.
- Assisting members of the community to register and raise funds for MDQ during community events like Bridge to Brisbane and the Gold Coast Marathon.
- Assisting our team with community services events, such as our Christmas parties.

When not running events, you'll keep our digital marketing channels updated relying on your creative flair and a developing ability to produce website content to a professional standard (on Canva or AdobeCS).

This is a hands-on role which requires fitness, to lift and carry event related equipment for setup and pack-down across various offsite events. It will be necessary to work some weekends and evenings. All additional hours can be accrued as time owed in lieu, so that you can take time off when it suits you at a later time.



About you

You have an outgoing personality, a can-do attitude and enjoy the buzz of pulling together a successful event. You'll have knack for organisation and love a checklist, to ensure you're able keep on top of the tasks necessary to implement our annual calendar of events. Your creative flair will put you in good stead, to work on our digital marketing channels and produce content to promote your events.

Being well supported by senior fundraising and marketing professionals, this role could be suited to a young person looking to secure a traineeship in Event Operations or Marketing Coordination. Alternatively, there is scope for a seasoned Events Coordinator to step into the role and make it their own, with salary commensurate to experience.

Qualifications, Skills & Experience

Please note this list describes the requirements for a qualified candidate. Alternatively, a trainee would be expected to develop these qualifications, skills and experience over the course of the traineeship (24 or 36 Months).

- Fundraising experience with 2 years in a similar role.
- Excellent communication and interpersonal skills.
- Strong organisational skills and able to meet external deadlines.
- Proficient with Office 365 and able to keep accurate records in a CRM.

The successful candidate must have:

- Drivers License and own car for occasional business use (with reimbursement per KM available)
- NDIS Worker Screening & Blue Card (to be obtained before your first day)

Employee Benefits

- Our new Underwood office has ample on street parking, an onsite cafe, local shopping, a gym and swimming pool in close proximity.
- Fulltime, permanent contract with a competitive remuneration package that recognises your experience.
- Leverage the benefits of non-profit sector salary packaging to receive tax free earnings of up to \$18,549.
- Professional development opportunities. Paid FIA membership and generous study leave provisions for those enrolled in recognised training which is related to their role.
- Flexible working conditions aimed to help you achieve a true work/life balance.
- Employee Assistance program (EAP) that provides access to private counselling sessions to support your life inside and outside work.

Application Process

If you would like a detailed position description or have any questions about the role, you're welcome to contact CEO, Penny Deavin at pennyd@mdqld.org.au

Please let us assess your suitability for the role by providing:

- A cover letter – Please tell us why the 'about you' section of this document describes you and share your qualifications, skills and experience that would help you in this role.
- If you currently manage online content or fundraising microsites, please share links to your work in your cover letter.
- Your resume.

Apply today! We're looking forward to meeting you.



We're stronger **together**
Muscular Dystrophy Queensland

Office: Unit 5, Portal Office Park, 2996 Logan Rd, Underwood Qld 4119
Freecall: 1800 676 364 | **Email:** info@mdqld.org.au | **Web:** www.mdqld.org.au
ACN: 621 816 975 **ABN:** 14 908 553 738