Events and Workshops Coordinator

Overall

The Events and Workshops Coordinator plays a key role in the planning, organisation and delivery of events that support the mission and community goals of the Coolum Women's Shed. Collaborating closely with members, volunteers and external partners, the coordinator ensures events are engaging, inclusive and aligned with the organisation's values and budget.

Specifically

- Serve on the Management Committee and attend meetings
- Seek member input about needs and interests
- Gather suggestions for new events and workshops
- Evaluate and cost new events and workshops, including liaison with the Management Committee about feasibility and structure
- Liaise with external providers, as necessary
- Identify a Volunteer Coordinator and a team of member volunteers to oversee the running of a planned event or workshop, including: marketing materials and Hello Club listing

Qualities and skills

- Passionate about the Coolum Women's Shed, with a desire to see it thrive and grow
- Excellent organisational skills and commitment to investigating opportunities that meet the interests of members
- Ability to communicate clearly
- Willingness to learn and undertake training, as necessary

Communication channel

Supported by and reports to the Management Committee

Anticipated workload

One event or workshop per month, including related investigation, planning, and attendance, if applicable; estimate several days per month

Coolum Women's Shed contact: President, Vice President, Treasurer, Secretary

Management Committee: coolumwomensshed@gmail.com