



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	Events & Marketing Coordinator – Refettorio
You'll report to:	Refattorio Project Lead
Classification	Closed period contract
Headcount or hours/wk:	38 hours per week
Date:	May 2022

Your key relationships

The Events & Marketing Coordinator is part of the collaborative OzHarvest and Refettorio team, which includes the Refettorio team as well as the CEO, State Manager, Head of Operations, Operations Lead, OzHarvest Executive Chef, OzHarvest chefs and drivers, office staff and volunteers. You'll also work with external stakeholders including Food Donors, Recipient Agencies, Guests and Clients.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The Events & Marketing Coordinator will be innovative, creative and dynamic individual with a strong interest in food, social justice, education and preventing food waste. They will passionately combine creativity with strong business acumen, robust event management and exceptional team leadership skills. The events & marketing coordinator will work with internal stakeholders to develop and deliver the Refettorio events strategy. Together with the OzHarvest Impact team they will execute on relevant communication and marketing activities, with the purpose of creating awareness around the Refettorio activities.



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Your Key Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life :

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times

Responsibility Area 1 : Refettorio strategy

- Provide excellent service to all OzHarvest stakeholders
- Support the strategic direction and development of initiatives in line with operational plans
- Innovate and create exciting ways to integrate the community meals model with revenue generating events and activities
- Contribute to a sustainable events and activities program within the Refettorio and with our clients, partners and the public
- Support the Food for Soul and OzHarvest brands to external stakeholders

Responsibility Area 2 : Event Management

- Work with the Refettorio Project Lead and OzHarvest Operations Lead to develop and deliver the Refettorio events strategy and program, focussing on a combination of community and engagement events and revenue generating, fundraising events
- Contribute to concept development and creative programming of all events
- Work with internal stakeholders as required to deliver OzHarvest or partner events at the Refettorio
- Manage all aspects of events including planning, scheduling, ticketing, budgeting and delivery
- Manage volunteers on site at events as part of the delivery team
- Work with the Impact team as required to create event partnerships with supporters and suppliers
- Work with the Refettorio team including restaurant manager, head chef, sous chef and volunteers to deliver anchor meals and events

Responsibility Area 3: Marketing & Communications

- Work with the Impact and Communications team to develop the Refettorio social media and communication strategy
- Manage weekly social media postings in line with the social media strategy and guidelines provided
- Collect and share editorial content from the different Refettorio activities
- Support the Refettorio communication and outreach initiatives, such as flyer drops, localised advertising and newsletters.

Personal Specifications

Qualifications

- Bachelor's degree or equivalent in business or event management or similar
- Current and Valid Police Check
- Ability to gain WWCC if required

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Skills, Knowledge & Experience

- Exemplary leadership and management skills
- A minimum of 5 + years' experience in event and hospitality management
- Prior experience managing and leading projects
- Prior experience with communication activities, preferably digital communication
- Outstanding stakeholder management skills
- Outstanding communication skills (social media management skills preferable)
- Excellence in co-worker engagement and motivation

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive and proactive
- Understanding that leadership is a responsibility and not a reward
- Ability to manage multiple stakeholders and multiple tasks
- Strong communications skills and the ability to build and nurture relationships
- Strong customer service approach
- Ability to work effectively under pressure
- Foster teamwork and drive the OzHarvest culture
- Ability to coordinate administration and other projects in a time pressured environment
- Excellent attention to detail and a strong customer service approach

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employee's Name: _____

Signature: _____ Date: _____