WE ARE HIRING

Events Coordinator

GO Foundation | Moore Park, Sydney | Full time (negotiable for the right candidate) | Aboriginal and Torres Strait Islander People are encouraged to apply

GO Foundation events are where connection, culture and opportunity come to life. Our Scholar facing events include Primary School Leadership Days, High School and University Culture Connect Days as well as Alumni Events for our growing group of graduates. Our business focussed events are for our Supporters and Donors and we also hold fundraising and business development functions throughout the year. Each event is unique in creating connection and meaningful impact.

We're looking for an **Events Coordinator** to help bring these experiences to life. This is a newly created role, reflecting the growth of our annual program. Working alongside the Events Manager, you'll take ownership of nominated event delivery from day one and play a key role in creating memorable experiences for our Scholars, Supporters and Donors.

Key Responsibilities

MAKING IT HAPPEN

- Finding and locking in venues across Sydney, Adelaide and Canberra, liaising with the caterers, suppliers, photographers and the logistics of running an event.
- Building run sheets, managing guest lists, save the dates, invitations and RSVPs, and keeping it all clean in Salesforce.
- Bump in, bump out, badges, signage, seating and being the calm voice at nominated events while the room fills up.

EVENTS TO OWN

- You will be the point person for nominated Culture Connect Days Supporter Breakfasts, Primary Leadership Days and Alumni Dinners across Sydney, Adelaide and Canberra. Yours to plan, deliver and be proud of.
- You will work closely with our Scholarships team so that every Scholar-facing event is student focused, grounded in culture, educational, and they leave with their cups full.

MAKING IT BETTER EVERY TIME

- Tracking costs, running the wrap up, capturing what worked and looking for continual improvements in our Program.

About you

YOU WILL LOVE THIS ROLE IF

- You get a genuine kick out of watching a plan you built come to life.
- You are the person who notices the little things that make events go from good to great.
- Chaos on event day makes you sharper, not flustered.
- You can take direction, support others as well as lead with confidence.
- You want your work to mean something. At GO, it does.

What you will bring

- Solid experience coordinating events, including venues, catering, suppliers and on the day delivery.
- Proven experience for juggling several events at different stages without dropping a detail.
- Experience managing guest lists, invitations and RSVPs at volume.
- Confidence with Microsoft 365, CRM and email marketing platforms. We use Salesforce.
- Cultural competence, and the ability to work respectfully and inclusively with Aboriginal and Torres Strait Islander Scholars, families, communities and leaders.
- A current Working with Children Check and a valid driver licence.
- You may have additional experience such as event risk and WHS awareness, a qualification in events, hospitality, marketing or communications, and experience in community, cultural or not for profit events.

Please consider

- There is interstate travel to Adelaide and Canberra, and some evenings or early starts when the calendar demands it.
- There is physical work. Bump in and bump out are part of the job.
- There is real responsibility. You will be trusted with events that matter deeply to our Scholars and our Partners.

Role details

Role title	Events Coordinator
Reports to	Events Manager
Employment type	Full Time
Hours / FTE	38 hours – 5 days per week
Salary	Salary is based on experience – contact GO for more info
Location	Moore Park, Sydney, with interstate travel to Adelaide and Canberra

About GO

The Goodes O'Loughlin Foundation was founded by Sydney Swans legends Adam Goodes, an Adnyamathanha and Narungga man, and Michael O'Loughlin, a Kaurna and Ngarrindjeri man. We provide scholarships to Aboriginal and Torres Strait Islander students in primary school, high school and university, and we back them with the resources, mentoring and cultural connection they need to thrive.

Integrity. Equality. Opportunity. Strength in Culture. They are not poster words here. They are how we hire, how we work and how we show up for our Scholars. GO is committed to Reconciliation and the the Uluru Statement from the Heart.

As a proudly Aboriginal led and governed organisation, GO is committed to creating an environment that reflects the community we serve. While this is not an identified position, Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

GO Foundation is committed to being a Child Safe Organisation. A current Working with Children Check, and ongoing child safety training and professional development, form part of this role.

Commitment to Child Safety

The GO Foundation is committed to providing a child-safe environment where the safety, wellbeing and inclusion of all children and young people are our highest priorities. We have zero tolerance for child abuse, neglect, harm or exploitation and are dedicated to creating a culture that protects and supports children. All employees, contractors and

volunteers are expected to uphold our Child Safe policies and contribute to maintaining a safe, respectful and inclusive environment.

As part of our recruitment process, the successful applicant will be required to undergo appropriate screening, including Working With Children Checks (where applicable), reference checks and other background verification processes. We encourage applications from people who share our commitment to child safety, diversity and inclusion. A link to our Child Safety Statement can be found here

How to apply

Send us your CV and a short cover letter. Applications to info@gofoundation.org.au. If you have a question before you apply, contact Mark Heiss, Deputy CEO on mark@gofoundation.org.au We review applications as they arrive, so do not sit on it.