

Position Description: Queensland Events Officer

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking a Queensland Events Officer to work within the Queensland Team.

Location: Brisbane

Time commitment: 8-12 hours per week

Reporting to: Queensland Events Manager

Key responsibilities:

- Helping to organise the National Conference (based in QLD)
- Overseeing events related to the Policy Fellowship program, where a small group of young people in each State produces a policy paper and recommendations, for example, events related to the advocacy and launch of policy papers

Training and learning opportunities:

- In-house training
- Ongoing support from the Queensland Events Manager
- Opportunity to develop relationships with professional mentors
- Allowance to undertake training courses relevant to the role

The ultimate candidate should...

- Have experience in event management or marketing
- Possess excellent oral and written communication skills
- Have demonstrated organisational skills
- Have leadership experience
- Be able to meet a time commitment of 8-12 hours per week

How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au