



## Position Description: Western Australian 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 Western Australian Events Officer to work within the Western Australian Team.

**Location:** Perth

**Time commitment:** 8-12 hours per week

**Reporting to:** Western Australian Events Manager

### Key responsibilities:

- With the guidance of the Events Manager, working on an initial three-month project involving organising a workshop-style event aimed at engaging young people outside Perth with Left Right
- Assisting the Events Manager with running 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 Western Australian 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](mailto:recruiting@leftright.org.au)