

## Events & Membership Administration Officer (Casual Position)

Infrastructure Partnerships Australia (IPA) is seeking a committed and focused events and membership administration officer, to join our dynamic team.

Directly responsible to the Director, Operations and Partnerships, and the broader Events and Membership team this entry-level casual role demands a high level of organisation, with an ability to work effectively across multiple tasks, teams and priorities.

You will join a youthful, energetic and vibrant team of dedicated professionals, with exposure to Australia's most prominent business, public sector and political leaders – with a company with a proven track record of promoting and developing staff.

This is a unique opportunity and suitable while studying an event or business-related qualification.

You will be joining a close-knit team that promotes a work life balance and a happy work environment.

<b>Position:</b>	Events and Membership Administration Officer (casual position)
<b>Work Type:</b>	Casual. Up to 25 hours per week (may vary during busy events period)
<b>Reporting to:</b>	Director Operations and Partnerships
<b>Key Deliverables:</b>	<p>Support the development and delivery of IPA's events programme; including:</p> <ul style="list-style-type: none"> <li>• Administering and monitoring the invitation and rsvp processes for events, utilising our internal processes including CRM and events software;</li> <li>• Assisting with events administration duties and event preparation as required</li> </ul> <p>Support the development and delivery of IPA's membership and communications strategies;</p> <ul style="list-style-type: none"> <li>• Maintain key databases to effectively manage members and other stakeholders across industry and government;</li> <li>• Assisting with membership administration duties as required including, monitoring email accounts, member activity reports, annual renewal process and other membership duties as and when required</li> </ul>
<b>Required attributes:</b>	<ul style="list-style-type: none"> <li>• High degree of organisation;</li> <li>• Strong attention to detail;</li> <li>• Must be flexible with availability;</li> <li>• High level of computer literacy and confident in the use of Microsoft Office programs</li> <li>• Good written and verbal communication skills;</li> <li>• Able to confidently prioritise and manage multiple tasks and priorities;</li> <li>• Excellent presentation and interpersonal skills;</li> <li>• Ability to work under pressure, and to meet tight deadlines;</li> </ul>

	<ul style="list-style-type: none"> <li>• An ability to work effectively in a close team, and autonomously, and an ability to apply initiative and judgement to meet outcomes;</li> <li>• Positive 'can do' attitude;</li> </ul>
<b>Desirable attributes:</b>	<ul style="list-style-type: none"> <li>• Experience in office administration in a membership environment and/or events experience</li> <li>• Experience with Salesforce and Fonteva Software and building reports</li> <li>• Experience with Microsoft Excel</li> </ul>
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Sydney CBD office location;</li> <li>• Working outside normal office hours may be required;</li> <li>• Remuneration will be a gross hourly rate negotiated on relevant skills and experience (it will include superannuation and any other statutory entitlements);</li> <li>• A formal performance review will take place at least each six months; and</li> <li>• The IPA office closes over the Christmas – New Year period. IPA practice is to maximise the Christmas period for staff holidays.</li> </ul>

### How to apply

Applicants for this position must briefly address the required attributes stated in the position description and send their applications to:

Human Resources Manager  
Infrastructure Partnerships Australia  
PO Box R1771  
ROYAL EXCHANGE NSW 1225

Or email to:  
[IPACareers@infrastructure.org.au](mailto:IPACareers@infrastructure.org.au)

For further information please contact Rachel Kennedy, Director Operations and Partnerships on 02 9152 6000.