



## EVENTS ASSISTANT SIX MONTH CONTRACT AT INFRASTRUCTURE MEMBER NETWORK

### About Infrastructure Partnerships Australia

Infrastructure Partnerships Australia is a non-for-profit industry think tank and an executive member network, providing research focused on excellence in social and economic infrastructure. We exist to shape public debate and drive reform for the national interest.

Our members are drawn from both the public and private sectors, representing the full infrastructure lifecycle.

### The team

The Member Services team operates Infrastructure Partnerships Australia's member engagement function, including the account management of existing members, acquisition of new members and an industry leading events programme. The Member Services team proactively tracks the interests of current and future members to ensure we deliver value to our members and remain industry leading. With over 90 events per year, our events programme is delivered in partnership with our members focusing on the key trends and interests of the sector.

### The role

Infrastructure Partnerships Australia is recruiting an Events Assistant to aid in the smooth delivery of our events programme. Reporting to the Senior Manager, Events Lead the successful candidate will work across a variety of events with particular focus on the delivery of Infrastructure Partnerships Australia's annual National Infrastructure Awards. This exciting role demands a high level of organisation, with an ability to work effectively across multiple tasks 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.

### Key responsibilities

- Administering and monitoring the invitation and rsvp processes for events, utilising our CRM and Event Management Software;
- Assisting with events administration duties and event preparation as required such as venue sourcing, managing speakers;
- Drafting speaker letters and event collateral;
- Attending events and representing our organisation in a professional manner;
- Maintaining the CRM to effectively manage attendees and members and other stakeholders across industry and government;
- Monitoring the events contact inbox and responding to enquiries in a timely manner;
- Assisting with other administration duties as required





### About you

The successful candidates will join an energetic team of dedicated professionals from a range of academic and professional backgrounds.

Preferred candidates will have:

- Minimum one year experience in an events, membership, admin or similar role;
- Strong organisational skills;
- Competent in the use of Microsoft Office programs;
- Excellent verbal and written communication skills and attention to detail;
- Ability to confidentially prioritise and manage multiple tasks and priorities;
- Demonstrated ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities; and

Additional desired attributes include:

- Experience using Salesforce; and
- Completion of a relevant tertiary qualification or completion of relevant work experience

### Additional details

- Full-time six-month contract
- Sydney CBD based position
- Flexible working policy
- Interstate travel and working outside normal hours will be required on occasion
- Attractive remuneration commensurate with experience

### To apply

Applicants must send a covering letter and resumé to: [IPACareers@infrastructure.org.au](mailto:IPACareers@infrastructure.org.au)

For initial queries, please contact: Damon Luu, Senior Manager, Events Lead at [damon.luu@infrastructure.org.au](mailto:damon.luu@infrastructure.org.au) or on 0421 382 322.

