

SOUTH AUSTRALIAN GENEALOGY & HERALDRY SOC. INC.

SCHEDULE 1: POSITION DESCRIPTION

Position Title:	EVENT ASSISTANT
Responsible To:	General Manager
Award:	General Staff Level 3 Clerks – Private Sector Award 2020
Special Conditions:	Casual

1. Background of the Society

- 1.1 The South Australian Genealogy & Heraldry Society Inc. (the Society) has been in operation since 1973. The Society is a non-profit incorporated association of approximately 4400 members that provides reference material, research facilities and services to assist in the pursuit of genealogical and family history research.
- 1.2 The Society maintains a reference library of over 30,000 books and more than 50,000 microfiche, provides numerous research databases and internet access from a network of computers, undertakes projects to increase its index holdings, holds courses on genealogy and provides a research service primarily to members as well as others with an interest in family history.
- 1.3 The management of the business and genealogical operations of the Society is provided by the elected Council. The General Manager and staff, provide a range of administrative and support services together with the Society's volunteers, who provide a range of skilled genealogical services.
- 1.4 The Society's activities and programs are led by its Vision to be the leading South Australian provider of information and facilities to enable members to research their family histories.

2. Expected Outcomes of the Position

- 2.1 The Event Assistant will contribute to the future viability and ongoing significance of the Society by working collaboratively with the administrative staff and key volunteers.

3. Role of the Event Assistant:

- 3.1 The role of the Event Assistant includes, but is not limited to:
 - Coordination of the Society Education Program in cooperation with the Marketing and Promotions Committee;
 - Working with staff and volunteers to develop and implement the media and content strategy encompassing event related communication channels, including digital media, print, and in-person and online events;
 - Community engagement across social media channels and in person;
 - Managing member and prospective member communications to enhance the member experience to improve member acquisition and retention;
 - Manage member and prospective member queries and distribute to the relevant department/s for action as required;

- Measure the success of social media campaigns, and website SEO performance through monthly reporting and analytics;
- Support the administration team in the processing of services payments and bookkeeping duties, including cash handling.

4. Skills and Experience

4.1 The skills and experiences of the Event Assistant includes, but is not limited to:

- Demonstrated experience in coordination and delivery of educational events;
- Well-developed customer service skills;
- Demonstrated experience in videography, use of audio visual equipment and or delivery of on-line events;
- Well-developed oral and written communication skills with internal/ external customers; colleagues and Management;
- High level of keyboard and computer skills including experience working with MS Office suite, and ideally membership databases;
- Demonstrated experience in a social media, content or marketing capacity; and
- Strong understanding of social media legal protocols and best practices.

5. Key Selection Criteria

5.1 The key selection criteria for the Event Assistant includes, but is not limited to:

- Demonstrated experience in event coordination;
- High proficiency in Microsoft Office (Word, Teams, Publisher, PowerPoint, Excel) with a minimum touch typing speed of 20 WPM;
- Demonstrated experience working with online platforms (Trybooking, Zoom, Mail Chimp, YouTube, Vimeo, Canva or similar);
- Demonstrated experience with Joomla or other similar website CMS;
- Demonstrated experience with member and subscriber databases;
- Demonstrated experience working in a small collaborative environment as well as independently;
- Demonstrated experience in content development across digital, social media and print publications; and
- Demonstrated strong understanding of social media legal protocols and best practices.

6. Special Conditions

6.1 The special conditions associated with this position include the requirements to:

- undertake an initial 6 month probation period; and
- work approximately 10 hours per month, within office hours, and out of hours on week-nights and weekends.

7. Remuneration

7.1 The level of remuneration will be based on the General Staff Level 3 Clerks – Private Sector Award 2020.

8. Certification

I, _____ certify that I have read, understood, availed myself of the opportunity to obtain sufficient legal advice regarding this document and thus accept the responsibilities and requirements described in this Position Description.

Signed:

Name:

Date:

I, Robert Blair certify that _____ has been provided with the Event Assistant Agreement, this Position Description (Schedule 1.) and the Remuneration Package (Schedule 2.).

Signed:

Name:

Position:

Date: