








Role description

Role Title	Events Coordinator
Team	Strategy and Research
Location	Slacks Creek
Classification Level	Level 5
Reports to	Marketing and Communications Manager

Our Vision - Building independence and participation.

Our Purpose - YFS backs people to overcome adversity and to thrive.

- Our Values** -
-  **Excellence** - we deliver high quality services and have high expectations
 -  **Integrity** - we act honestly and openly
 -  **Optimism** - we think and act with confidence about people and the future
 -  **Steadfastness** - we persist to overcome barriers and adversity with our clients
 -  **Courage** - we challenge ourselves and others to create change



YFS has a long history of working with and empowering First Nations peoples.

The [YFS Cultural Framework](#) sets out our continuing commitment and the actions we will take as a community member, a service provider and an employer to back First Nations peoples to achieve their aspirations and thrive

YFS is committed to promoting a unified, harmonious, safe and inclusive community. We recognise that all types of diversities deepen and enrich our community and provide an invaluable asset for our future.

We pride ourselves on ensuring our services and work environments are safe, inclusive, welcoming and accessible for all, regardless of ethnicity, gender, gender identity and expression, sexual orientation, disability, or religion.

Primary purpose

The Events Coordinator undertakes a range of project activities, including planning, facilitating, and coordinating community and organisational events that align with YFS' strategic goals. This role supports stakeholder and community engagement by delivering high-quality events and effectively managing logistics, budgets and reporting to ensure each event is impactful, inclusive, and promotes YFS' values.

Key accountabilities

Service delivery

- Plan, coordinate, and manage YFS events, including securing locations, risk management, logistics, vendor management to ensure smooth and successful execution.
- Actively participate in community engagement events, fostering meaningful interactions and building awareness of YFS's mission.
- Manage and maintain branded merchandise, ensuring it aligns with YFS's brand and community outreach goals.
- Collaborate with internal teams to identify and pursue opportunities for YFS involvement in local community, industry and sector-wide events that support organisational objectives.

External relationships

- Build and nurture collaborative partnerships with community organisations, vendors, and stakeholders, ensuring effective communication and service alignment.
- Gather and analyse feedback from stakeholders to improve event quality and community engagement outcomes.

Leadership and values

- Apply YFS values, ethics, policies and procedures across all work practices. Contribute to the resolution of work-related matters by being honest, approachable and responsive.
- Uphold high standards of integrity and inclusivity, fostering an environment of respect and collaboration at all YFS events.

Teamwork and collaboration

- Work in collocation with the marketing and communication team for media, social media and marketing functions to promote events and engagement efforts.
- Regularly update the Marketing and Communication Manager on event progress, issues and successes, fostering a transparent and collaborative work environment.
- Work closely with teams attending community events, conferences and sector engagements to ensure they are prepared and equipped with necessary materials, information and resources to represent YFS effectively.

Professional accountability

- Maintain accurate records for all events, including budgets, schedules, and reports, adhering to YFS's documentation protocols.
- Undertake work in accordance with team standards and YFS policies, protocols, and procedures, including workplace health and safety, risk management, and relevant legislative requirements.
- Work within the standards and principles of safeguarding children and vulnerable adults.

Problem solving and decision making

- Resolve logistical and operational challenges efficiently, adapting to unforeseen changes while maintaining event quality.
- Actively contribute to refining event processes and documentation, using insights from past events to enhance future outcomes.

Administration

- Develop toolkits, presentations and collateral to support event planning and execution, ensuring they align with YFS branding.
- Track and report event outcomes, satisfaction metrics, and engagement data to inform strategic planning and resource allocation.
- Monitor and document YFS staff participation in external events, including community, industry, and sector engagements. Summarise attendance, outcomes, and key takeaways to support future planning and organisational strategy.

Cultural respect

- Acknowledge the history and ongoing impacts that Aboriginal and Torres Strait Islander people experience.
- Deliver services that are person and community centred for Aboriginal and Torres Strait Islanders and people from diverse cultural backgrounds.

Relevant skills, knowledge and experience

Experience and qualifications

- Tertiary qualifications in event management, marketing, or a related field, or equivalent experience in event coordination and community engagement.

Knowledge and experience specific to the role

- Proven project management skills, with experience in planning and executing events, managing resources, and coordinating logistics.
- Strong relationship-building skills with a focus on community engagement, ensuring positive and inclusive interactions.
- Effective written and verbal communication skills, with the ability to produce reports, presentations, and promotional content.
- Strong organisational skills to prioritise tasks, manage competing demands, and meet deadlines.
- Refer to the level 5 competencies in the Social, Community, Home Care and Disability Services Industry Award.

Other role requirements

- Work out of hours when required to lead and support events
- Current Queensland C Class driver licence
- Current Positive Notice Blue Card
- Current National Police Check.

Additional information

An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees are required to observe YFS' policies and procedures. Employment in the position will be subject to an annual performance plan and review, with initial appointment subject to a probationary period of five months.