



United
Nations
Association
of Australia

UNAA YOUNG
PROFESSIONALS

Dear Members

The NSW UNAA Young Professionals Committee is looking to recruit an experienced Director of Events.

The UNAA Young Professionals network involves and inspires young professionals throughout Australia in international affairs and the work of the United Nations around the world, through fundraising, awareness-raising and advocacy campaigns.

If you're interested in lending your time and passion to help promote the work of the United Nations, bring young professionals together, and meet some amazing people along the way, this might be the perfect opportunity for you!

The Role

The Director of Events is one of four Directors on the Committee, and reports directly to the Convenor. The successful applicant will manage a team of 3-4 to deliver a program of high-quality events, with a key focus upon promoting the mission and objectives of the United Nations.

We are ideally seeking applicants with:

- Significant event planning and management experience;
- Experience working and/ or volunteering in a not-for-profit;
- Commitment to furthering and promoting the mission of the United Nations;
- Demonstrated experience in stakeholder and/ or community relations;
- Ability to work independently in a fast-paced team environment, and
- Willingness to share administrative duties with other committee members.

The Commitment

Successful applicants will be required to:

- Attend monthly board meetings and majority of Committee-hosted events;
- Oversee the delivery of around nine events per year, and
- Commit to volunteering for a minimum of one year.

The Process

If you're interested in joining our fun, friendly and dynamic team, please send through your CV and 150 word statement highlighting why you would like to join the Committee and what skills and ideas you can offer.

Please send this information to katrina.vandeven@unaa.org.au.

Applications will be reviewed on a rolling basis, so get in quick!

Should you have any queries about the role, please do not hesitate to contact me on 0403 546 186.

Regards

Katrina Van De Ven

Convenor

NSW UNAA Young Professionals