

Position Description: Volunteer Events Officer

ATA is a not for profit community organisation that promotes renewable energy, energy efficiency and water conservation. The organisation has over 5500 members and promotes to the wider community through its quarterly magazine and public workshops.



ATA advocates in both the government and industry arena, promoting access to good building design, water conservation and renewable energy technologies, as well as continual improvement of the technology, information and products needed to change the way we live. The ATA is a growing organisation in an increasingly high profile field.

The ATA exists to empower our community to develop and share sustainable solutions for the way we live.

Position Name	Events Officer
Duration of contract Employment Period	Volunteer
Employment Basis	Volunteer
Number of Hours per Week	Various approximate 1 day
Reports to	Sophie Liu, SHD Coordinator

Position Description

- The purpose of the role is to assist in the implementation of two major events the ATA is coordinating in 2010:
 - Sustainable House Day - Sunday 12 September 2010
 - State of Design Festival - Regional and CBD event 14-25 July 2010

Responsibilities:

- Assist in the sourcing, researching of potential houses
- Assist in the inspection and selection of houses
- Assist in the communication between ATA and households including background information, signing of release forms
- Assist in the collation and distribution of promotional materials to houses
- Assist in the coordination of volunteers

Selection Criteria

- Experience in organising events.
- Good written and verbal communication.
- Strong teamwork and independent decision making skills
- Commitment to ATA values and aims.
- Current Drivers license would be useful (but not essential?)

To Apply

Please forward a current Curriculum Vitae or contact Sophie Liu: Email:sophie@ata.org.au Phone: 03 9631 5403