



Community Events Management - Project Officer

**Flexible part-time position
Fixed Term Contract for 3 months**

Organisation

The Ethnic Communities Council of Queensland (ECCQ) is a non-profit, community-based state peak body, working to represent the issues and concerns of ethnic communities and the multicultural sector. Established in 1976, ECCQ undertakes advocacy and project and program development consistent with available funding and identified priority areas.

Title: Project Officer - Community Events Management

Salary: Level 6, Paypoint 1 under the Social, Community, Home Care & Disability Services Industry Award (equivalent to \$54,363 pa).

Appointment: Up to four days a week. Fixed Term Contract for 3 months.

Reports to: Manager, Strengthening Ethnic Community Associations program.

Location: ECCQ House, 253 Boundary St, West End, Brisbane

Closing date: 5 pm Friday, 9 September

People from culturally and linguistically diverse backgrounds are encouraged to apply.

Position Description

ECCQ has been funded by the Department of Immigration & Citizenship under its Diversity and Social Cohesion program to provide community events management training to ethnic communities to help build their capacity to conduct successful cultural events and festivals. ECCQ is seeking a dynamic and enthusiastic person to develop, manage, and deliver event management training to culturally and linguistically diverse (CALD) communities in Rockhampton, Townsville and Cairns.

Key duties & responsibilities

You will undertake a variety of tasks including:

- Design, develop and facilitate effective event management training modules
- Establish systems and processes for project delivery
- Engage communities through networking, influence, representation and relationship development for meaningful participation
- Liaise with relevant internal and external stakeholders and partners
- Public relations, media coordination and project promotion
- Support participants in executing Harmony Day events (3) in March 2012



Ethnic Communities
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- Develop the strategic plan for the project and post project evaluation and reporting
- Implement the project in a culturally sensitive and participative way.

Selection Criteria

- Experience in developing and overseeing event management training modules and designing campaigns.
- Well developed planning, implementation and reporting skills.
- Experience in community-based organisational capacity building and training.
- Experience in working with CALD communities and knowledge and experience of diversity issues.
- Demonstrated ability to innovate and develop new programs.
- Highly developed communication skills.
- Ability to work autonomously, contribute effectively as a team member and to organize and prioritise workloads.
- Proficiency in Microsoft Office.

Applications

Your application should demonstrate your ability to meet the selection criteria.

Mail your

- Cover letter
- Written application addressing the selection criteria
- Resume or CV to:

**Ms Shilpa Banerjee, Program Manager, Strengthening Ethnic Communities
Association (SECA) Program
ECCQ
PO Box 5916
West End
4101**

or email it to: sbanerjee@eccq.com.au

*For further information about this position please contact Shilpa Banerjee on 3844
9166 or sbanerjee@eccq.com.au*