MIDP ASSOCIATION

Monash International Development Practice Association is a community of student innovators, passionate about bringing positive impact through international development and humanitarian assistance. The volunteer-run Association committee aims to provide an informal space for students, alumni and practitioners alike to discuss, share and learn together. This is achieved through our online blog and a variety of events, managed by the Editorial and Events teams, supported by the Communications and Student Relations teams and overseen by the Executive team. We are growing and developing each semester to create a sustainable Association that will continue to thrive with every MIDP cohort.

ABOUT THE ROLE

The Events Planner is responsible for the organisation of MIDPA events and works closely with the Events Coordinator ensuring the smooth execution of a variety of events throughout the year.

Responsibilities

- Design and planning of events, assisting the Events Coordinator with implementation
- Ensures all MIDP student interests are being represented and promoted through the services and activities of the Association
- Attend fortnightly Committee meetings; attend fortnightly team meetings
- Liaise with relevant team members to ensure events are advertised in an approachable professional and timely fashion
- Liaise with Executive team to ensure events are feasible, in line with Association values and within the Association’s budget
- Work with relevant team members to seek external sponsorship for larger events when necessary
- Support the Partnerships Officer in developing strong relationships with internal and external organisations, identifying partnering opportunities for events coordinated by the Association or events the Association can support on and off campus
- At all times, act lawfully, with integrity and uphold the internal processes and vision of the Association and mission of the University
- Plan events that are compliant with Monash University and MPA rules and regulations

REQUIRED SKILLS & EXPERIENCE

Essential

- Ability to work independently, be accountable for your commitments and be engaged
- Whilst understanding this is a volunteer role, maintains a strong work ethic
- Comfortable working in a group, reliable and enjoys problem solving
- Strong verbal and written communication skills
- Developed organisational and logistical skills
- Demonstrate empathy and capacity to recognise and adapt to intercultural situations

Desirable

- Networking skills to ensure activities are relevant and interesting to the student body
- Creative thinker, able to diversify and grow initial ideas whilst maintaining attention-to-detail
- Willingness to utilise personal contacts to enrich the Association’s activities and events
- Background in logistics, project management and/or event planning
- Experience operating within a school, university or volunteer organisation

If this sounds like you, apply now!
Send us your resume and an email detailing, in no more than 500 words, why you want to be part of the Association committee to midpassociation@gmail.com