

YOUTH EVENTS COORDINATOR

MINUS18

POSITION DETAILS

Role	Youth Events Coordinator
Status	Full time - 38 hours per week
Reports to	Youth and Events Team Leader
Award	Level 4, Social, Community, Home Care and Disability Services Industry Award 2010
Location	Minus18 Office, at the Victorian Pride Centre, 79-81 Fitzroy St, St Kilda VIC. This role may include working from home during COVID-19 and beyond.
Salary	\$85,825 Salary Package (Non-PBI Equivalent) + Super - includes: <ul style="list-style-type: none">• \$76,033 Base Pay• Up to \$7,384 in tax-savings via our offered charity salary packaging.• \$2,438 allowances and cash benefits• + \$7,603 Super (10%)
Start Date	August 2022

FLEXIBILITY AND ACCESS

Leave	We offer 5 weeks of paid leave each year. We offer an additional, once off 2 weeks paid Gender Affirmation leave.
Start Time	We offer a standard flexible start time between 8:00am and 9:30am, and aim to offer further adhoc flexibilities as needed.
Location	We offer adhoc work from home arrangements when necessary.
Office Space	This role is located at the Victorian Pride Centre in St Kilda, an exciting, purpose built space for LGBTQIA+ community organisations opening in 2021. This space includes: <ul style="list-style-type: none">» A raised Tram Stop within 100m from the building entrance.» Elevators and accessible bathrooms.» End of trip facilities.» Dedicated prayer rooms.

ABOUT THIS POSITION

YOU'LL WORK WITH



MEG-AN

**SHE / THEY
OPERATIONS MANAGER**



MILLER

**THEY / SHE / HE
YOUTH & EVENTS TEAM LEAD**



MITCH

**THEY / THEM
YOUTH PROGRAMS COORDINATOR**

The Youth Events Coordinator is an exciting new role developed in response to the growth of Minus events for LGBTQIA+ youth.

Starting in 1998, our events provide young people with exciting life-affirming experiences, designed to improve mental wellbeing by making new friends and social connections.

Now, we're launching the **National Digital Events Program!** This role will be responsible for planning and coordinating the program - hosting fortnightly digital events for LGBTQIA+ young people aged 12 - 19 from all over Australia. These events will include online music events, digital activities and livestreams across Zoom, Discord and Instagram.

Alongside the National Digital Events program, you will assist the Youth and Events team where needed in hosting in-person events, including at Midsumma Pride March in Melbourne, and attending annual Queer Formals across Melbourne, Sydney and Adelaide.

To ensure Minus18 events reach LGBTQIA+ young people from across geographic regionals and all identities, you will maintain communication channels with young people and other community organisations across Australia. Through these channels, you'll build relationships and brainstorm initiatives to reach and support more young people.

ROLE CONTEXT

This is a new role, created to take on responsibilities of a new program at Minus18. This role will work in a team of others delivering similar programs, and:

- Receive induction and ongoing support.
- Be a member of a team within a growing organisation.



Our office is located on the land of the Boon Wurrung people. We acknowledge Australia's First People and Traditional Custodians of the lands this project took place. This always was and always will be Aboriginal land.



Our work wouldn't be possible if not for the tireless activism from the LGBTQIA+ heroes who have come before us. Their advocacy and protests have pathed the way for Minus18 — we stand on the shoulders of giants.

MAJOR RESPONSIBILITY AREAS

1. DIGITAL EVENTS PROGRAM (60%)

Tasks

1. Plan and deliver events and spaces for LGBTQIA+ youth in line with the National Event Program outline and budget.
2. Develop strong relationships with and book artists, performers, youth workers and contractors for events.
3. Work with the Relationships Team to meet sponsor requirements for events.
4. Develop feedback surveys for each event.
5. Maintain a strong connection to upcoming LGBTQIA+ youth performers, and showcase them at Minus18 events.
6. Assist the Youth & Event Team in hosting other events, including the Queer Formal and Young Leaders Events.

Key Impact Indicators

- » National Events Program calendar is developed and confirmed 6 months in advance.
- » Event outlines and rosters are created and communicated to a high standard and finalised at least 2 weeks before the event.
- » Meet targets associated with the number of collective participants in the Program.
- » Feedback from participants and volunteers is collected after each event.
- » Program is delivered within budget, with positive feedback from sponsors.

2. COMMUNITY BUILDING (40%)

Tasks

1. Build relationships with other organisations around Australia, maintaining an internal database of these groups and their services.
2. Develop promotion initiatives with and for other community organisations to encourage sign up of young people from diverse identities to Minus18 youth programs and events.
3. Lead the development of event sign ups and promotion with the Marketing Team, developing event copy and ticketing.
4. Assist in other tasks as directed by the Team Leader or Operations Manager.

Key Impact Indicators

- » Targets for young people attending Minus18 youth programs are reached. Initiatives and incentives are shared with community organisations to achieve this.
- » Database of key Australian LGBTQIA+ youth groups and events is maintained and up to date.
- » Year on Year growth in young people engaging in Minus18 events is maintained.

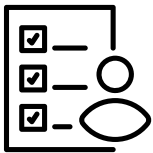
KEY SELECTION CRITERIA

The Ideal Candidate has:

1. Demonstrated experience in planning and producing interactive events (in person or online)
2. Experience planning and producing for digital platforms (e.g. Zoom, Instagram & Discord)
3. Demonstrated communication skills, with experience building stakeholder engagement and relationships.
4. Experience producing for and/or working with youth audiences.
5. Lived experience and strong understanding of diverse identities within the LGBTQIA+ community.

You'll also need

6. A successful Police Background Check and a successful Working With Children Check (WWCC). These can be obtained once an offer of employment is made, and before role commencement.
7. Proof of full COVID-19 vaccination status.



We've provided a significant amount of information about this role to support your application process, and give you a full understanding of what you are applying for.

Research shows that men apply to jobs when they meet an average of 60% of the criteria, while other genders (and intersecting identities) tend to only apply when they check every box.

If you think you have what it takes but don't meet every single criteria above, we would still love to hear from you.

HOW TO APPLY

INSTRUCTIONS

To apply for this role, please send us the following:

- » A copy of your CV
- » A **short pre-recorded video** (max 5 min) introducing yourself, and briefly responding to the 5 key selection criteria - recorded on your phone is fine. Please ensure this is uploaded to a 3rd party service (such as Youtube, Dropbox, etc) and shared via URL, not as an attachment.

Please email this to jobs@minus18.org.au with subject 'Youth Events Coordinator'. Please ensure that only one email is sent.

APPLICATION CLOSE
Sunday 10th July 2022, 11PM

APPLICATION PROCESS

- 1. Pre-Recorded Interview** First round, you are asked to submit a pre-recorded introductory interview, responding to the key selection criteria.
- 2. Live Interviews** Successful candidates will be invited to a live interview with the team. These will be conducted face to face or online.
- 3. Reference Check** Successful candidates will undergo a reference check.
- 4. Child Safety Check** Successful candidates must undergo a successful Working With Children Check and Police Background Check.

Minus18 is committed to promoting and advancing equal opportunity for LGBTQIA+ people, especially LGBTQIA+ people in our strategic priority groups (People of Colour, Aboriginal & Torres Strait Islander people, and people with culturally or linguistically diverse backgrounds). We encourage people in our strategic priority groups to apply, and to let us know if any special assistance is required during the application process (including barriers to recording and uploading your video).

Need assistance? JobAccess includes help finding work, changing jobs, accessing DES providers and workplace modifications to help you find / maintain employment. Please email meg.an@minus18.org.au your questions <https://www.jobaccess.gov.au/people-with-disability/available-support>



AUSTRALIA'S CHAMPIONS FOR LGBTQIA+ YOUTH

ABOUT US

THE MINUS18 FOUNDATION

Minus18 is Australia's charity improving the lives of LGBTQIA+ youth. We support LGBTQIA+ young people through events and digital platforms, and provide fee for service LGBTQIA+ inclusion training to schools, businesses and community organisations. Since 2011 over 100,000 young people have engaged in these services across Melbourne, Sydney and Adelaide, and millions more via digital platforms. We're a rapidly growing team of 16 staff.

WHY WORK WITH US?

- Our dynamic start up culture and period of growth means your ideas have a big impact on the whole organisation and its future.
- Social Impact is at the forefront of everything we do. There's nothing better than seeing the result of your work put a smile on the face of an LGBTQIA+ young person and community.
- You will work with a high performing team of passionate young people and young adults; and be part of a larger vibrant youth movement inspiring the leaders of tomorrow.

OUR TEAM

Meet our team here: <https://www.minus18.org.au/our-team>



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