The Law Society of New South Wales is looking to employ an Events and Committee Coordinator in its Young Lawyers Department on a full-time, permanent basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Wednesday, 04 July 2018.

Responsibilities
The NSW Young Lawyer Events & Committee Coordinator is responsible for providing organisational administration and event support for the NSW Young Lawyers team. The position offers the right candidate variety and the opportunity to get involved in special assignments and projects which will enhance their career development and growth.

Key Accountabilities
❖ Assist with all administrative aspects of the NSWYL events and committees work:
  o Updating the NSWYL committee mailing lists and committee marketing collateral (website and brochures);
  o Maintain and update NSWYL website and all committee pages.
  o Set up new events in Pardot and Priava to co-ordinate all committee and major events in the year;
  o Responsible for all diary management for all committee meetings, seminars and event bookings;
  o Research and coordinate various event vendors such as AV, entertainment, florists, and photographers for different events;
  o Provide administration support to the NSW Young Lawyers team;
  o Liaison and logistic co-ordination for events and seminars, organising venue, catering, speaker gifts and anything else the committee needs assistants with;
  o Coordinate the direct mail pieces, email communications, invitations, event agendas, post event surveys and timelines;
  o Overall assistants and coordination of project timelines, event team work flows and meeting deadlines to ensure all events are delivered successfully;
  o Taking minutes at Assemblies and distribute notes and action lists when required;
  o Attend to general telephone and email enquiries on a daily basis;
  o Attend to the general mentoring mailbox and respond to enquiries on a daily basis;
  o Administer the registration processes for all major and committee events;
  o Maintain NSWYL Committee mailing list and marketing collateral;
  o Assist and book NSWYL Committee travel meeting logistics;
  o Maintain current NSWYL Committee website pages;
❖ Work closely with the NSWYL Events and Committee Leader on all events.
❖ Be responsible for uploading up to date information (using the website content management system) to the Law Society and E-Shop sites. This may include committee updates and publications;
❖ Assist with registration desks and other logistics at lunchtime, evening and assembly events and meetings, as required;
❖ Contribute to the execution of major NSWYL events (for example, assemblies, Golden Gavel Breakfast, Charity Ball, Young Justice Program and other functions as required) and special projects as required and as directed by the Manager, NSW Young Lawyers and Graduates.
❖ Other duties as necessary and assigned.

To secure this position, applicants will need to possess good organisation and time management skills. Excellent written and verbal communication skills as well as strong interpersonal skills are also required for this role. Event coordination and administration experience as well as proficiency with web and online software applications is strongly recommended. The applicant should have an awareness of the areas of law and issues impacting the profession. Previous experience in a professional body organisation will be an advantage.

Applications
The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, must be received by Wednesday, 04 July 2018 and addressed to: recruitment@lawsociety.com.au

All telephone enquires to Regina Elias in Human Resources on 9926 0381.