



## EVENTS AND ADMINISTRATION COORDINATOR

- Part-Time Contractor (Approximately 30 hrs per month or 1 day per week)
- Mostly work from home with flexible hours
- Attendance at approximately 8 events per year in Sydney CBD
- Attend monthly CAMLA Board meetings remotely or in person
- Role reports to the President, Communications and Media Law Association

### Position Overview

The Communications and Media Law Association is seeking applications for the role of an Events and Administration Coordinator who will work closely with the CAMLA Board and CAMLA Young Lawyers committee to manage and promote its activities and events.

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### About the Communications and Media Law Association (CAMLA)

CAMLA is a not-for-profit association bringing together a wide range of people interested in law and policy relating to communications and the media. The Association includes lawyers, journalists, broadcasters, members of the telecommunications industry, politicians, publishers, academics and public servants. In order to debate and discuss issues of interest to its members, CAMLA publishes the Communications Law Bulletin and organises a range of seminars and other events featuring speakers prominent in communications and media law policy.

### Key Responsibilities

#### Event management

CAMLA events can include panel seminars, webinars, an annual trivia night and networking functions.

You will:

Design invitations using Canva

Promote the events through CAMLA's social media channels, website and email to members

Manage ticketing and RSVPs

Liaise with venues (mostly member law firms) in relation to events

Supervise and attend events (including preparing name badges and finalising list of attendees)

#### Website and social media management

Manage the Association website using WordPress and WooCommerce.

Manage the Association social media channels

Post information about Association events and the *Communications Law Bulletin*.

Upload webinar and podcast recordings to the members area

## **Membership**

Manage the Association membership including email and phone enquiries

Processing membership renewals

Encouraging membership retention including through email and CAMLA's social media channels

## **Communications Law Bulletin**

Manage subscriptions to the Communications Law Bulletin including library enquiries

Promote the latest issue through CAMLA's social media channels

## **Governance**

Prepare the CAMLA Board meeting notices and agenda items

Maintain historical records of the Association

Create reports for the Annual General Meeting

## **Treasurer Assistance**

Reconcile website transactions in Xero

Generate monthly and annual reports for the Treasurer

Assist with quarterly Business Activity Statements

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## **Selection Criteria**

### **Essential**

Excellent written and oral communication skills

Social media marketing experience

Flexibility and ability to work without supervision and as a member of a team

High level of proficiency with the Microsoft Office Suite

Strong organisational skills

### **Desirable**

Tertiary qualifications in a relevant discipline

An interest in communications and media law

Event management experience

Experience using WordPress, WooCommerce, Eway, Xero, Canva

### **Probation: Three months from commencement.**

**Salary** To be negotiated with successful candidate The hourly rate will be billed to the Association Treasurer. Hours will vary according to the Association's activities, and usually requires minimal hours during December and January.

### **Application Process**

Send a one A4 page cover letter explaining your interest and suitability for the role with a short resume outlining your skills and experience with two current references to: [contact@camla.org.au](mailto:contact@camla.org.au)

**Further details:** Contact President, Rebecca Dunn – [rdunn@gtlaw.com.au](mailto:rdunn@gtlaw.com.au) or Secretary, Rebecca Lindhout: [rlindhout@mccullough.com.au](mailto:rlindhout@mccullough.com.au)

**Closing date for applications: Sunday 23 April at 5:00pm.**