

Events Coordinator

🌟 **Join Our Team at What The Health!** 🌟

Role: Casual/Part-Time Events Manager 🎉

Location: Sydney, Australia (Remote, flexible hours) 🌐

👤 **Who we are:**

What The Health is Australia's leading health tech media and community brand, bringing together professionals, innovators, and leaders to shape the future of healthcare. We host a variety of online and in-person events, from intimate meetups to large-scale conferences, all with the aim of driving innovation and fostering connections in health tech.

Overview:

We're on the lookout for an Events Manager to help us plan and execute both URL (online) and IRL (in-person) events! If you love logistics and can handle the pressure of delivering unforgettable events — from large conferences to smaller social gatherings — this is the perfect role for you. You'll work closely with our team to ensure every event runs smoothly and aligns with our community's needs and our partners' goals.

👁️ **What You'll Be Doing:**

📅 **Event Logistics & Coordination:**

- Lead the planning, coordination, and execution of in-person (IRL) and online (URL) events, from healthtech socials to major conferences.
- Manage all event logistics, including securing venues, managing speakers, organizing virtual event platforms, and handling registrations.

👥 **Cross-Team Collaboration:**

- Work closely with the Partnerships Manager to ensure our sponsors get maximum value and exposure at events.
- Collaborate with the Community Manager to tailor events that resonate with our community and drive engagement.

🎤 **Speaker & Attendee Management:**

- Liaise with speakers, panelists, and special guests, ensuring they're briefed and well-prepared.
- Coordinate with attendees to ensure a smooth registration process and engaging event experience.

Post-Event Reporting:

- Provide feedback to partners and sponsors through post-event reports, highlighting key metrics and successes.
 - Use tools like Notion and Airtable to track event performance and logistics.
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★ **What We're Looking For:**

-  **Event Expert:**

You have experience organizing both small and large-scale events, ideally including conferences and community-driven socials.

-  **Logistics Lover:**

You excel at managing the details, keeping things on track, and juggling multiple tasks at once.

-  **Confident Communicator:**

You're great at managing relationships and keeping all stakeholders informed and happy, from partners to speakers and attendees.

-  **Tech-Savvy:**

Familiar with online tools like Notion, Airtable, Slack, and virtual event platforms. Bonus points if you have health tech experience or a passion for healthcare innovation!

What's in It for You?

Growth Opportunities:

Be part of a fast-growing media and community brand with room to take on bigger and more exciting events as we scale.

Flexible Location & Schedule:

Work part-time from anywhere with the flexibility to manage your own schedule.

Impactful Work:

Help bring the best in health tech to life, shaping the future of the industry through incredible events and experiences.

 **Interested? Let's Chat!**

If you're excited about planning and running events that connect and inspire the health tech community, we'd love to hear from you! Reach out, and let's see if we're a fit 🎉

Candidate Questions

1. Event Planning Success:

Can you share a specific example of a large-scale conference or IRL event that you planned and executed? What challenges did you face, and how did you ensure it was a successful and smooth event?

2. Multi-tasking & Logistics:

How do you manage multiple events or tasks simultaneously? Can you describe a time when you had to juggle logistics for both in-person and virtual events? How did you prioritize and keep everything on track?

3. Collaboration & Communication:

In this role, you'll need to work closely with various teams (community, partnerships, etc.) and external stakeholders (sponsors, speakers, attendees). How do you ensure clear communication and successful collaboration across different teams?

4. Tech-Savvy Event Management:

What event management tools (e.g., Notion, Airtable, Slack, or virtual event platforms) have you used in the past? How did you leverage these tools to streamline event planning and execution?