

Director of Events

Location: Remote (anywhere in Australia)

Time Commitment: Approx. 5-8 hours per week

Reports To: Chief Executive Officer

About ALELD: The Australia Latam Emerging Leaders Dialogue (ALELD) is a not-for-profit, volunteer-led organisation established in 2018. Founded by Dr Erin Watson and Borja Martel Seward, ALELD is dedicated to fostering collaboration, leadership, dialogue, and cultural exchange between Australia and Latin America. Guided by the strategic themes of governance, environment, economy, cultural exchange, and social development, ALELD works to strengthen people-to-people connections and drive impactful engagements across both regions.

Benefits of Volunteering with ALELD: Volunteering with ALELD provides a unique opportunity to develop new skills and make a meaningful impact in strengthening Australia-Latin America relations. As an ALELD Volunteer, you will:

- Develop valuable skills in leadership, organisation, project management, and cross-cultural communication.
 - Expand your professional network by engaging with high-level leaders, experts, and organisations across the two regions.
 - Participate in skill building workshops and mentorship opportunities.
 - Build lasting connections with likeminded volunteers from across Australia and Latin America.
 - Have the opportunity to practise and improve your English/Spanish/Portuguese.
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Role Overview: The Director of Events is a key leadership role responsible for conceptualising, planning, and executing ALELD's events. This includes our flagship Young Leaders Dialogues, networking receptions, panel discussions, workshops, and community activities that align with the organisation's mission. Working with a team of Events Officers around Australia, the Director of Events will oversee event logistics, develop partnerships, manage budgets, and ensure events achieve their strategic objectives, while delivering meaningful experiences for participants.

Key Responsibilities:

- 1. Event Strategy and Planning:**
 - Develop an events calendar aligned with ALELD's strategic priorities.
 - Conceptualise innovative event formats to engage diverse audiences.
 - Establish goals and success metrics for each event.
 - 2. Event Management and Execution:**
 - Lead end-to-end planning and execution of events throughout the year, including Young Leaders Dialogues, panel discussions, and networking receptions.
 - Coordinate venue selection, logistics, catering, and audiovisual requirements.
 - Manage event registration, attendee communication, and feedback collection.
 - 3. Stakeholder Engagement:**
 - Cultivate relationships with prospective partners, sponsors, and speakers.
 - Collaborate with ALELD's Executive to ensure alignment across initiatives.
 - Represent ALELD at events to raise the organisation's profile and build connections.
 - 4. Budget Management:**
 - Work creatively to deliver high-quality events with little to no funding.
 - Secure sponsorships and in-kind support to enhance event delivery.
 - Develop and manage event budgets, ensuring cost efficiency.
 - 5. Communication and Marketing:**
 - Collaborate with the Communications team to promote events through digital platforms and media outreach.
 - Develop pre- and post-event materials, including invitations, programs, and reports.
 - 6. Monitoring and Evaluation:**
 - Analyse event outcomes to measure success and gather insights for improvement.
 - Prepare post-event reports for internal evaluation.
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Selection Criteria:

- 1. Essential Skills and Attributes:**
 - Demonstrated organisational and project management skills, with the ability to coordinate multiple events simultaneously.
 - Ability to lead a culturally diverse team and work collaboratively in a remote, international, volunteer setting.
 - Strong interpersonal and communication skills to engage effectively with diverse stakeholders.
 - Creative thinking and problem-solving skills to develop innovative event concepts and manage unforeseen challenges.
 - Commitment to ALELD's vision, mission, and values.

2. Desirable Attributes:

- Experience in event planning and management, particularly in an international or non-profit context.
- Knowledge of budget management and/or sponsorship acquisition.
- Understanding of Australia-Latin America relations and a passion for fostering cross-cultural collaboration.
- Proficiency in Spanish and/or Portuguese (in addition to English).
- Previous experience leading a team, especially in a volunteer or not-for-profit organisation.
- Interest in football (just kidding, but if you're not a fan already, you soon will be!)

How to Apply: Think you have what it takes? APPLY NOW by filling out [this form](#), which includes questions about your interest in ALELD and suitability for the role.

Questions regarding your application can be directed to hola@australialatam.com.

Applications close Monday 10 February 2025 5:00pm AEDT.

Strength in Diversity: ALELD is committed to providing an environment where all volunteers can confidently bring their full selves to the organisation. Given our commitment to diversity and inclusion, ALELD actively encourages applications from people with disabilities, LGBTQIA+ people, women, First Nations, and people from diverse linguistic and cultural backgrounds.