



Volunteer Fundraising & Events Coordinator

JOB ADVERTISEMENT

An exciting volunteer opportunity has become available to support the Foster Care Association of Victoria's carer events and fundraising activities.

This role will provide support for FCAV's 'Caring for Carers' crowd funding campaign in Feb 2019 and the scoping, planning and logistics of events including a carer retreat (20-25 people), carer lunches (20-30 people), carer gifts via our Thank you Bank and training events through Carer KaFE.

This volunteer position is 4-6 hours per week (unpaid) for 6 months initially, reporting to the Communications Coordinator. Hours and work between the office and home can be negotiated.

The successful applicant's knowledge and experience will include:

- Excellent written and verbal communication skills and attention to detail
- Experience coordinating events & a sound knowledge of Fundraising Strategies
- Ability to manage competing priorities to ensure deadlines are met
- The ability to work with a variety of stakeholders with diplomacy, tact and compassion.

To be considered for the role, please provide a resume and brief cover letter, describing your relevant knowledge and experience.

To discuss the position, please contact Anna Viola on 03 9416 4292 or email admin@fcav.org.au.

Applications close 9:00am, Monday 21 January 2019. Email applications to: admin@fcav.org.au.

The successful applicant will be required to undergo satisfactory pre-employment checks, including two referees, a criminal records check and a working with children check.

Aboriginal and Torres Strait Islander people are encouraged to apply.