



JOB DESCRIPTION: **EVENTS/PROMOTIONS OFFICER**

The Events/Promotions Officer is responsible for organising events for the playgroup as well as promoting the playgroup through various platforms.

Personal qualities, skills & experience:

- good organisational skills
- event management/marketing experience a plus but not necessary
- familiar with Facebook, other social media and website maintenance a plus but not necessary (very simple and easy to learn)
- graphic design skills a plus but not necessary

Tasks include:

- attend committee meetings (last week of each term)
- present event ideas and recommendations to the committee
- coordinate events (including annual Christmas party)
- draft the year's calendar of events
- marketing and promotion of playgroup, including giving playgroup talks at Maternal Health Mother's Group if required
- making promotional posts on Facebook and Instagram.
- maintain Wix Website along with the Secretary
- purchase items for special functions as required (eg. Easter eggs, Christmas presents)
- participate in committee discussions & decisions via email and FB committee page as needed
- attend events whenever possible
- other duties as needed
- assist Group Leader as needed

Equipment and/or resources responsible for:

- nil

Estimated time commitment:

- Average 2 hours per week

Remuneration

- Free membership fees