

Position Description

Digital Communications & Events Officer

The Victorian Alcohol & Drug Association Inc. (VAADA) is a Health Promotion Charity, whose goal is to promote the reduction of alcohol and drug related harms in the Victorian community.

We are a member driven peak body representing alcohol and other drug (AOD) treatment services, harm reduction organisations and services committed to VAADA's purpose of providing leadership, education and mutual support in the field of AOD dependence. This includes through policy, program development and public discussion.

Our vision is a Victorian community in which the harms associated with AOD use are reduced and wellbeing is promoted.

Our Principles

Collaborative Professional Rights-Based Progressive Evidence informed

Position Overview

Title:	Digital Communications & Events Officer
Reports to:	Communications & Membership Manager
Hours of work:	0.6 FTE
Term:	Fixed Term – 30 June 2027 (extension subject to funding)
Classification:	Level 4 Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Level 6 222 Hoddle Street Abbotsford or by negotiation

Position Statement

The Digital Communications & Events Officer supports VAADA to engage with its audiences, including members, AOD professionals and people who use substances and helps to deliver activities that facilitate engagement and build sector capability. The position produces content and promotes VAADA activities through a range of channels and helps with event logistics for conferences, forums, workshops, network meetings and training programs. Working under the direction of the Communications & Membership Manager, the role also plays an important role in the administration and enhancement of VAADA's customer relationship management (CRM) system.

Key Responsibilities

a) Events Support

- Under the direction of the Communications & Membership Manager work closely with VAADA staff to support the delivery of VAADA activities.
- Book venues and arrange catering as required for in person events.
- Create, upload and manage events via Humanitix, ensuring accurate event information, branding and updates for attendees.
- Assist with set up and provide on the ground support for in person events.
- Schedule online meetings and provide technical support as required.
- Create opportunities for participant feedback to inform continuous improvement in event performance and value.
- Support activities across the organisation as required by the Communications & Membership Manager in line with the calendar of events.

b) Digital Communications

- Design collateral for events and programs.
- Assist with the promotion of activities through approved channels.
- Produce content for the website and socials channels under the direction of the Communications & Membership Manager.
- Maintain and update stakeholder contact lists within the VAADA CRM to reflect key relationships and to effectively support the tailoring of strategic communications.
- Work collaboratively to contribute to the achievement of VAADA's broader business objectives.

Qualifications & Experience

Essential:

- Minimum 2 years work experience in a related role.
- National Police Check and Working with Children Check

Desirable:

- Tertiary qualification in AOD, communications, events or equivalent.
- Lived and living experience of the alcohol and other drug system

Key Selection Criteria

- Proven event management and project delivery experience with established organisational and planning skills including managing time, prioritising tasks and meeting deadlines.
- Strong digital skills including managing websites, social media accounts and databases, and using design tools and online surveys.
- Demonstrated ability to build successful relationships with internal and external stakeholders.
- Strong written and verbal communication skills.
- Demonstrated commitment to VAADA's vision, purpose and principles.