



Events Coordinator and Relationship Manager Role

Mannkal Economic Education Foundation has an opportunity for a motivated individual to join our team as an event co-ordinator and relationship manager. This is a contract role of 2-3 days per week. Flexibility is expected for busy periods, with the option to work more in the lead up to key events and less at other times.

Mannkal aims to strengthen the free market system in Western Australia and Australia, by promoting ideals of voluntary co-operation, choice, personal rights, limited government and responsible resourcefulness of individuals. Mannkal finances and organises:

Events that allow individuals to exchange ideas promoting and defending the benefits of free markets.

Seminars and student scholarships to promote the greater understanding of the concepts that underpin free societies.

Policy papers on relevant topics pertaining to Western Australia.

With an expanded program of activities, we now have a need for a dedicated events coordinator to plan, administer and run our various events ranging from small lunches, to large public events. This new role will also be responsible for helping to create a simplified, efficient and one-stop process for event administration and management.

You will be handling all facets of functions, event marketing and management. This will suit applicants who value autonomy, variety and flexibility.

To be considered for this role you must meet the following criteria:

- An interest in functions, events, and administration.
- Capable of solving problems and taking initiative.
- Be comfortable working in a small office environment.
- Possess strong organisational skills and forward thinking.

- Ability to liaise with all team members and management.
- Be flexible in terms of working hours/days.
- Have an interest or basic understanding of political and economic issues and awareness of current affairs.
- Be familiar with the aims of the organisation and willing to take on additional tasks related to events.

Mannkal is located in a new office building in Subiaco and is close to the train station, cafes and shops.

The remuneration rate will be negotiated dependant on experience. There is potential for career growth and additional opportunities for the selected applicant. Please send your CV and cover letter to: Ron Manners, Mannkal Chairman, mannwest@mannkal.org by Friday, May 13th 2011.