

Job Title: Event Organiser

Reports To: Events Lead

Position Type: Volunteer

Level of Commitment: 2/3 hours per week, plus 1-hour Events Meeting per month and attending between 5-8 WiTWA events per year to assist with event coordination

Objective of the position: To deliver informative and inspiring WiTWA events, creating a safe space for the WiTWA community to connect, share knowledge and develop.

WiTWA Purpose

We provide empowerment and community to women to make the tech industry equitable.

By amplifying the voice and contribution of women through positive role modelling, deeper connections, and influencing societal evolutions.

Through industry events, awards, education, corporate programs, and an innovation space.

Why volunteer at WiTWA?

As well as being a key cog in driving a positive social impact for gender equality across WA, you will also benefit from a support network of 35+ WiTWA volunteers to learn from, be championed by, and share your knowledge with. Welcome to your very own personal cheer squad!

WiTWA facilitates industry connections for all its subscribers, and as a WiTWA volunteer, you will have first-hand access to meeting some incredible people in our community.

If that's not enough you also benefit from free tickets to the TechXchange Events, free tickets to the WiTWA [+] Conference, and free tickets to the WiTWA Tech [+] Awards

What are we looking for you to take responsibility for?

Partner with a fellow Event's volunteer team member to deliver 1-2 events per year

- Collaborating and brainstorming event ideas with your sub-committee members
- Identifying event themes
- Arranging speakers (keynote and/or panel)
- Securing venues
- Organising catering
- Managing online ticketing sales
- Communicating event information to the Comms Team (speaker bios, event theme, etc)
- Developing and communicating event run-sheet with stakeholders

What should you bring to the table?

- Your previous experience in organising events
- Your understanding and/or passion for the technology industry
- Your understanding and/or passion for creating a more equitable world
- Your ideas and enthusiasm