



Upstart HQ – Part-Time Program Coordinator, Geelong

Upstart is an innovative training and education non-profit business and registered charity, specialising in youth entrepreneurship. We equip young people with future facing skills, knowhow, connections and entrepreneurial mindsets as the employment and economic landscape changes. At Upstart, our mission is to inspire, educate and amplify tomorrow's changemakers. If this resonates with you and you're experienced in program management then we'd love to hear from you!

We're growing, in size and in reach, empowering more and more educators, students and communities across regional Victoria to kickstart tomorrow's changemakers and we need more extraordinary, dedicated professionals to join our fun and collaborative team.

We're looking for a self-motivated *program coordinator* to join our team and assist us to deliver the Upstart Challenge, our flagship program. The Upstart Challenge is our entrepreneurial ideas challenge, accelerator and mentoring program for secondary school students.

You'll be responsible for delivering an amazing user experience to all our participants and broader collaborators including teachers, parents, mentors, sponsors and community leaders.

To be successful in this role, you'll be able to demonstrate your ability to:

- Provide hands-on program coordination to deliver a professional and memorable experience for all stakeholders
- Have great organising skills – you've got juggling several things at once down to a tee
- Be a confident and effective communicator across a range of digital and traditional mediums
- Be meticulous in your attention to detail
- Have a can-do attitude and willingness to jump in and do whatever is needed
- Foster a culture of collaboration and shared learning
- Be friendly, approachable and always have a welcoming manner

Skills:

- Project co-ordination and administration
- Stakeholder management
- Workshop co-ordination and planning
- Facilitation and training delivery

Day to day role:

- Program co-ordination and administration, liaising with a variety of stakeholders
- Recruiting schools and participants to the Upstart Challenge
- Workshop co-ordination
- Assist in gathering data for impact evaluation and reporting
- Working to a budget and generating reports for management
- Developing and maintaining partnerships
- Be a true team player and be open to new learnings
- Welcoming participants and guests to events and ensuring an awesome experience

24 hours per week, for an initial six-month contract period. Own ABN preferred.

Please submit your application and resume telling us why you are the right person for the team to info@upstarthq.com.au by 14/3/18.



Upstart HQ – Part-Time Marketing and Events Coordinator, Geelong

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If this resonates with you and you're experienced in marketing, comms and events then we'd love to hear from you!

We're growing, in size and in reach, empowering more and more educators, students and communities across regional Victoria to kickstart tomorrow's changemakers and we need more extraordinary, dedicated, professionals to join our fun and collaborative team.

We're looking for a self-motivated *marketing and events coordinator* to join our team and develop and deliver engaging communications that build the brand and resonates with the target audiences.

To be successful in this role, you'll be able to demonstrate your ability to:

- Work with management to develop marketing and communication strategy and execution plan, monitor results and provide reports to management
- Create innovative, engaging content and marketing collateral to build brand reputation and expand revenue opportunities including blogs, newsletter articles, webpage content
- Manage events including liaising with venue and stakeholders
- Be a confident and effective communicator across a range of digital and traditional mediums
- Be meticulous in your attention to detail
- Have a can-do attitude and willingness to jump in and do whatever is needed
- Foster a culture of collaboration and shared learning

Skills:

- Social media and comms – innovative and targeted content creation and execution
- Written communications to a broad audience and stakeholder group
- Digital communication and social media tools
- Event co-ordination and planning

Day to day role:

- Create and disseminate marketing content for programs, events, regular newsletters, blogs and social media posts ensuring brand consistency
- Create and promote brand-focused interactive and engaging content working to budget
- Manage events including online booking system, registrations and venue / catering requirements
- Develop and maintain partnerships
- Grows social media presence into new social media platforms and increase presence on existing platforms
- Be a true team player and be open to new learning
- Updating messaging to the website to ensure relevance and accuracy

16 hours per week for an initial six-month contract period. Own ABN preferred.

Please submit your application and resume telling us why you are the right person for the team to info@upstarthq.com.au by 14/3/18.