POSITION DESCRIPTION

Events Coordinator

Organisation	Responsible Investment Association Australasia Ltd (RIAA)
Status	Full-time, ongoing
Location	Flexible / hybrid
Reporting to	Head of Marketing and Communications
Direct reports	None
Classification and salary	75,000 – 85,000 excluding super

The opportunity

This is an opportunity for an experienced events professional to shape and deliver a varied, high-impact program across two countries. You will lead the project management and logistics behind RIAA's annual conferences and broader events program, creating smooth, professional experiences for attendees, members, partners and speakers.

You will bring structure, sound judgement and calm delivery to a busy calendar, working collaboratively across RIAA while continually improving the systems and processes that make great events possible.

Key responsibilities

Event and conference delivery

- Project manage the operational delivery of RIAA's annual conferences in Australia and Aotearoa New Zealand, alongside webinars, forums, launches and other member events.
- Manage event plans, timelines, milestones, dependencies and deadlines, keeping contributors informed and delivery on track.
- Coordinate venues, catering, audiovisual requirements, suppliers, registration, ticketing, signage, name badges, freight, event materials and runsheets.
- Set up and coordinate online and hybrid events, including platforms, technical checks and audience engagement tools.
- Provide event and session leads with clear templates, checklists, deadlines and logistics information.
- Coordinate confirmed speaker administration, including registration, biographies, photographs, dietary requirements, calendar information and website updates.
- Coordinate post-event operational tasks, including attendance records, recordings, presentations, website updates and event data.

Systems, campaigns and data

- Maintain RIAA's central events calendar and accurate event records across relevant systems.
- Set up event registration, campaign templates and participant communications using GlueUp and other agreed platforms.
- Create and maintain event-related contact lists, registration lists, exclusions and campaign segments in collaboration with Communications and Membership teams.
- Support contact database quality, including processes for bounces, unsubscribes and outdated records.
- Provide timely event data and operational reporting to support planning, evaluation and continuous improvement.

Sponsors, suppliers and collaboration

- Coordinate the operational delivery of contracted sponsor benefits following handover, including registrations, booths, signage, venue and supplier requirements.
- Build effective working relationships with venues, audiovisual providers, caterers, production partners, speakers and other suppliers.
- Work cross-functionally across RIAA, providing practical coordination and project support to initiatives that intersect with events, member engagement, communications and organisational priorities.
- Develop and maintain reusable event toolkits, templates and process guides, and identify opportunities to simplify or automate administration.

About you

You are an organised and solutions-focused events professional who enjoys turning complex plans into well-run experiences. You are confident managing multiple workstreams, suppliers and stakeholders, and can balance exceptional attention to detail with a clear view of the overall event.

Essential experience and capabilities

- Demonstrated experience coordinating conferences and a range of in-person, online and hybrid events.
- Strong project management and organisational skills, with experience managing concurrent timelines, dependencies and stakeholders.
- Excellent attention to detail, judgement and follow-through, including the ability to identify risks early and keep delivery moving.
- Experience using event registration, CRM, Office Suite, email campaign, virtual meeting, website and project management platforms.
- Confident venue, supplier and production coordination skills.
- Clear, professional communication and a collaborative approach to working with colleagues and external stakeholders.
- Ability to work autonomously, improve processes and maintain clear priorities in a fast-moving environment.
- Availability for occasional travel and work outside standard hours, primarily for RIAA's two annual conferences in Australia and Aotearoa New Zealand.

Desirable

- Experience delivering multi-day conferences and coordinating sponsor or exhibitor logistics.
- Experience within a membership association, purpose-led organisation, professional services environment or the finance sector.
- Experience improving event delivery through templates, AI automation, digital tools or event data.

What success looks like

- Events are delivered professionally and reliably, with clear plans, effective supplier coordination and positive stakeholder experiences.
- Conferences and events stay on track against agreed timelines, requirements and budgets.
- Event systems, registration information and contact data are accurate and well maintained.
- Processes are practical, repeatable and continually improved to support a growing convening program.

About RIAA

The Responsible Investment Association Australasia (RIAA) champions responsible investing and a sustainable financial system in Australia and New Zealand. RIAA is dedicated to ensuring capital is aligned with achieving a healthy society, environment and economy.

RIAA is the largest and most active network of people and organisations engaged in responsible, ethical and impact investing across Australia and New Zealand. Our membership includes super funds, fund managers, banks, consultants, researchers, brokers, impact investors, property managers, trusts, foundations, faith-based groups, financial advisers and individuals.

We are a values-driven industry group, with a collegiate team headquartered in Melbourne with staff also located in New Zealand. We work collaboratively, respecting one another. We are passionate about and enjoy what we do, and we strive to make an impact.

Employee name	
Signature	Date:
Approved by	Date: