



VICTORIAN ABORIGINAL  
HEALTH SERVICE

*Caring for the Community*

## 50th Anniversary Project Coordinator

- Join us for an exciting year of delivering events for our community
- Play a pivotal role in the coordination, bring your flair for organising events
- Identified position - bring your cultural awareness & organisational skills
- 12-month Fixed term, up to 20 hours per week

### About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marks as a landmark year as VAHS proudly celebrate it's 50-year of providing a comprehensive range of medical, dental, and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

### About the Opportunity

The role of the **50th Celebrations Project Coordinator** is to plan, promote and coordinate functions and activities celebrating the 50th Anniversary for VAHS.

This is a truly dynamic and exiting role that will suit a passionate, experienced events coordinator / project person, who has operated and supported the running of major events.

You will actively participate in the development, understand all requirements for each event related activity and implementation of the 50th committee team's objectives

### Key Selection Criteria

To be considered for this role you must have the following.

- Understanding of and Commitment to the Aboriginal community
- Passionate about delivering extraordinary event experiences for our community
- Highly organised and detail orientated
- Self-motivated, ideas driven, team player/leader
- Ability to multi-task and co-ordinate multiple activities concurrently
- Be creative and used to thinking outside the box
- Ability to formulate and implement efficient and effective event operational plans / timetables / schedules
- Confidence and strong interpersonal skills and able to engage with all levels of stakeholders
- Experience in event planning and community engagement activities
- Excellent communication skills are paramount in successfully executing the position
- Fully approved Covid 19 Vaccinations (including booster)

### How to Apply

You will need a resume and a tailored cover letter outlining your skills, experience, and suitability for the role. Please forward your application to [Employment@vahs.org.au](mailto:Employment@vahs.org.au) before Wednesday 9pm, 12 October 2022.

*This position is not available to persons not of Aboriginal and / or Torres Strait Islander descent. (Permitted under The Victorian Equal Opportunity Act 2010 s12 "A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute").*