



COMMUNITY AND EVENTS COORDINATOR JOB DESCRIPTION

Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a paid Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

Primary Objective

- The Community and Events Coordinator's role is a volunteer position.
- To promote, market and organise events.
- Liaise with the Administrative Manager to promote the activities of the DNA in the local media including radio, newspaper, Facebook, Twitter.

Key Duties

- Coordinate the end of season senior presentation event.
- Coordinate the annual fundraising for donation events ie Pink Ribbon, Blue Ribbon, ANZAC Day
- Assist and support the DNA Management Team.
- Assist committee with marketing and new business ideas.

Skills Required

- Can communicate effectively both verbally and in the written format.
- Is positive and enthusiastic.
- Is well organised.
- Has experience and an interest in promoting charity events and events on behalf of the DNA.