

# VACANCIES

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for 'Current Job Vacancies'

30<sup>th</sup> July 2010

## Scope Event Manager Box Hill Full Time

- Strong Community Engagement
- Supportive Workplace Culture
- Leading Disability Services Provider

Scope is a not for profit organisation providing disability services throughout Victoria to thousands of children and adults with physical and multiple disabilities. Scope has a statewide network of more than 90 sites located across seven regions.

This key position supports the management of all Fundraising, Awareness, Community and Corporate events. Events including a Signature Event, Golf Tournament, Gala Ball, Thank You receptions and networking programs such as topical lunches plus regional support across the state of Victoria for local events at our various facilities.

The success of this role is twofold- to deliver Fundraising and Networking events that are profitable and engender the development of Corporate and Individual supporters and donors. Secondly to manage mandatory and awareness events such as our Annual General Meeting.

To be successful in this role you will possess solid project management and event budgeting expertise, excellent written and verbal communication skills, plus proven stakeholder consultation and a relationship building background.

You must be qualified in Marketing, or Event Management with a minimum 2 years practical event management experience, with a creative flair and you will have experience in managing consistent and successful events.

**Location:** Box Hill

**Contact:** For information and a position description contact Jim Weber on 9843 2053 or [jweber@scopevic.org.au](mailto:jweber@scopevic.org.au)

**Send applications to:** Scope, 830 Whitehorse Road, Box Hill 3128 or [jweber@scopevic.org.au](mailto:jweber@scopevic.org.au)

**Closing date for applications:** Friday 13<sup>th</sup> August 2010