

Position Description



Position:	Community & Events Coordinator (0.6 FTE)
Reports To:	Fundraising Manager
Classification Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at Footscray Flexible work arrangements including the ability to work from home, travel to other ASRC sites required, as necessary
Date Update:	July 2026

Organisational context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. We are an independent not-for-profit organisation whose programs support and empower people seeking asylum to maximise their own physical, mental and social well being through a range of direct services as well as participating in law reform, campaigning and lobbying.

About the Portfolio and Department

The Giving & Experience Team is responsible for the ASRC's fundraising, philanthropic and grant efforts, including appeals, grants, regular giving, gifts in wills, mid-value giving, major donors, philanthropic trusts, community fundraising and events, a \$20 million portfolio. This sits alongside overall responsibility for the ASRC supporter experience, which encompasses both financial and non-financial donor portfolios. This Department oversees strategies to ensure significant engagement retention of the donor database through exceptional supporter experiences including the capacity to upgrade donors at all levels, increase loyalty through cross-pollination and recover donors that have become lapsed, while communicating impact.

The Giving & Experience Team works closely with Marketing & Brand and Advocacy & Campaigns teams to support donor acquisition and conversion, alongside leading a culture of project methodology and implementation for major campaigns.

Position Purpose

Reporting into the Fundraising Manager, the purpose of this role is to coordinate ASRC signature events, the Telethon & Feast for Freedom, and coordinate the relationships with schools, community groups and other special interest groups in order to secure community and event fundraising income to support the organisation mission.

This role is a **job share position** where the campaigns are shared between the two coordinators.

Key Accountabilities

- Project manage the World Refugee Day Telethon and Feast for Freedom events to ensure projects are executed on time and all stakeholders are working towards agreed deadlines and budgets
- Meet or exceed targets in securing monetary donations from fundraising events, new and existing community groups and individuals
- Actively secure in kind donated items for World Refugee Day Telethon Auction
- Contribute to the planning and budgeting for Events and Community Fundraising
- Recruit, retain and support schools and community fundraisers to stage events and other fundraising activities in support of the ASRC
- Oversee a detailed post campaign analysis and end of campaign report for each activity
- Supervise the recruitment, training and rostering of volunteers to support the functions of this role
- Work closely with other teams including the Marketing & Brand Team
- Be informed of industry trends for peer-to-peer campaigns and fundraising events

All ASRC People Will:

- Understand and follow their responsibility to always act in a manner that supports the safety, health and wellbeing of themselves and others in the workplace.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Demonstrate the ASRC values of Collaboration, Welcome, Courage and Authenticity and demonstrate behaviours that contribute to a culturally safe, inclusive and respectful workplace.
- Commit to the safety and wellbeing of all children and young people and upholds this commitment in their interactions and practice. Adhering to the Victorian Child Safety Standards.

Mandatory inclusions for Management roles:

- Actively role modelling and leading the improvements to occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work.
- Centering the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.

- Driving and embedding the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.
- Promote and uphold a child-safe culture, ensuring team compliance with ASRC's Child Safety Standards and appropriate responses to any child safety concerns or disclosures.

Key Selection Criteria

Essential Skills, Experience

- Demonstrated experience in fundraising, events, and community engagement
- Excellent relationship development skills, supporter care, project planning with attention to detail and the ability to manage multiple projects and timelines
- Experience in customer service and supporter care
- The ability to collaborate and engage a wide-range of internal and external stakeholders
- Strong written and verbal communication skills including the ability to do public speaking (required for community group tours of the ASRC)
- Strong stakeholder management and the ability to collaborate with different teams
- Knowledge of and experience of working with Salesforce (or similar CRM) to record, report and analyse supporter information
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Desirable:

- Lived experience of seeking asylum
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.

Name:

Date:
