



Position Description

December 2024

	Administration Assistant - Events
	Conference and Events Manager
	Nil
	All AHURI staff
	Event delegates, event speakers (key sector leaders), event sponsors, AHURI researchers, NHRP government partners
	37.5 hours per week
	National office (Melbourne)
	Full-time, contract role until 31 October 2025

To support the Conference and Events Manager in delivering a high quality, strategically focused national conference, and events program to support AHURI's objective of influencing policy development and practice change. The position will provide administrative assistance supporting the delivery of AHURI's biennial National Housing Conference (October 2025) and other AHURI conference and event activities.

Under the direction of the Conference and Events Manager assist with key elements of the biennial National Housing Conference. Some duties may include (but are not limited to):

Delegate liaison – coordinate delegate enquiries (phone and email), manage the event database (Jomablue), provide registration reports and other documents as required. Running regular duplicate reports and consolidate records. Following up with group bookings to ensure delegate information is up to date.

Finance coordination – run reports and follow up outstanding registration payments (email and phone) and update delegate records relating to registrations paid by direct deposit.

Speaker liaison – in conjunction with the Conference and Events Coordinator, liaise with presenters and facilitators to collect bios and photos for inclusion in the program; arranging online group meetings to discuss the respective conference session; and coordinate travel and accommodation where required.

Administration – coordination of staff travel and accommodation; coordination of couriers, arranging meetings of various working group and committees; update CRM with speaker and facilitator participation information.

Onsite event assistance – be onsite at the Perth Convention and Exhibition Centre (October 2025) and other event locations to assist with a range of activities including delegate registration and

