

Volunteer Role Description

Position	Gecko Talks (Guest Speaker) Coordinator
Portfolio	Events
Supervisor/Mentor	Abbey Roberts / Anna Itkonen

Purpose of the role:	<p>To coordinate monthly guest speakers with topics relating to Gecko’s vision and of interest to members and the community. This role creates positive opportunities to educate the public, raise awareness of current topics and issues and engage the community with their environment.</p> <p>Gecko Talks is a free, monthly environmental talks series aimed to inform the general public and raise awareness. The topics range from academic research on our native flora and fauna to sustainable and ethical business and investment practices and local and global advocacy campaigns.</p>
Tasks and duties:	

A volunteer position exists for a person to co-ordinate Gecko's monthly Gecko Talks nights which are held on the 4th Wednesday of each month from 6:30pm to 8:00pm at Currumbin RSL.

The role responds to any requests for speakers on certain subjects, investigates topics which reflect Gecko's vision and raises community awareness for the event.

Duties:

- Source and book the speakers
- Book and liaise with the venue
- Have name of speaker, topic and a promotional image ready to be advertised in monthly newsletter
- Create event description
- Arrange a Facebook event and an event through 3rd party ticketing website
- Arrange interview with speaker, conduct interview and create a media release
- Liaise with a Management committee member who is rostered to attend and introduce the speaker
- Produce attendee list
- Attend the talk and circulate the attendance sheet
- Maintain an address book of speakers, numbers who attend and any other pertinent information, on the historical data spreadsheet in SharePoint
- Add attendees (per their request) to our chosen mailing system
- Be aware of current environmental situations so that speakers on similar topics can be researched and booked to talk

Estimated hours: Ongoing role, requiring approximately 4 hours per week.

Required or desired skills:

- Computer literacy including, but not limited to: Facebook, Microsoft word, Microsoft outlook, Humanitix
- Proficient in communication: Monitoring emails, taking and receiving phone calls, conducting interviews with speakers, media release writing
- Ability to work in a team and take instructions from others
- Great interpersonal and organisational skills
- Good written English skills