



**BUSH HERITAGE**  
AUSTRALIA

## **EVENTS SUPPORT OFFICER**

- **Fantastic opportunity to work in events**
- **Located in our Melbourne CBD office**
- **Permanent full time position**

Bush Heritage is an independent not-for-profit that buys and manages land, and partners with Aboriginal people, to protect our irreplaceable landscapes and magnificent native species, forever.

### **About the role**

The Events Support Officer provides exceptional administrative support to ensure the efficient delivery of events, as well as assisting the Corporate Events Officer in managing the events program.

### **What you'll need to succeed**

- Exceptional administrative skills and incredible attention to detail
- Superior skills in multi-tasking, managing priorities, and meeting deadlines
- A solid “can do” and resourceful attitude
- Sound judgement and decision-making skills
- Experience in events, marketing and/or hospitality

### **How to apply**

If this role sounds like you, then:

- Explain to us in a cover letter why your skills match the role.
- Email your cover letter and an up to date CV to **employment@bushheritage.org.au** quoting job ID: **ESO2019**.

**Aboriginal and Torres Strait Islander people are encouraged to apply for this role.**

**Applications close: 9 June 2019**

**CLICK TO VIEW THIS POSITION AND DOWNLOAD  
THE JOB DESCRIPTION ON OUR WEBSITE**