

CPLO Events & Media Co-ordinator

Job Description

Main purposes of position:

To co-ordinate the organisation of CPLO events; to lay out and distribute CPLO publications; to manage CPLO's social media and website.

Accountable to:

Programme Manager

Key performance areas:

Organisation of events
Co-ordination of publications
Management of social media
General administrative assistance

1 EVENT ORGANISATION

- Compile guest lists.
- Distribute invitations and flyers electronically.
- Upload event invitations to website.
- Upload blurbs prepared by project co-ordinator/intern – and various photos to website.
- Record RSVPs.
- Responsible for all logistical arrangements: online platform (Zoom, etc.), venue, catering, hiring, décor / layout, transport / parking and accommodation.
- Act as primary host for all virtual events and ensure recording of proceedings.
- Communicate with Chancery reception when an event is hosted at the office.
- Assist project staff with the layout of the invitations, programmes and feedback forms.
- Assist project staff with the preparation of folders and event materials.
- Assist project staff with logistics on the day of the event.
- Meet regularly with project staff regarding events.
- Responsible for recording use of speaker/guest of honour gift vouchers.
- Maintain file and spreadsheet on all events.
- Facilitate and record event feedback meetings held with project staff.
- Update database.
- Update general guest list.
- Forward short report, and at least two photos per event, to various Diocesan News/Bulletins.
- Forward short report and photos to the Southern Cross, and track the various contributions made and featured.

2. PUBLICATIONS CO-ORDINATION

- Co-ordinate production of quarterly newsletters (content provided by various staff) which accurately record activities of the office.
- Liaise with service provider preparing layout of quarterly newsletter and finalize.
- Proof-read and prepare publications, including layout, for printing.
- Prepare email layout and distribute publications via email to network.
- Ensure that sufficient printed publications are kept in the office.
- Ensure timely electronic mailing to regular recipients.
- Ensure that annual CPLO subscription renewals are mailed in June.

- Regularly check and update publications mailing lists. Any returned mail to be followed up and correct details obtained.
- Regularly check and update publications title list. Maintain master file of all publications.
- Upload all publications to website.

3. SOCIAL MEDIA & WEBSITE

- Upload publications and news of events to website regularly.
- Ensure general website maintenance.
- Post news of CPLO events and information about publications on social media.
- Ensure follow-up of queries received via social media.
- Co-ordinate analytics and feedback received via social media.

4. ADMINISTRATIVE SUPPORT

- Record, type and distribute Project Team meeting minutes.
- Assist with reception duties when Office Administrator is absent.
- Actively participate in internal organisational development activities.
- Attend relevant collegial meetings and forum discussions.