



## **Volunteer Marketing & Events Assistant Vacancy**

An exciting environment and opportunity to work with a respected organisation in the disability sector.

DIRC seeks a positive and enthusiastic individual to assist with the day to day activities in the marketing and events services.

**To succeed in this role you will possess the following attributes:**

- Excellent organisational skills
- Strong attention to detail
- Ability to prioritise and meet deadlines
- Highly developed written and verbal communication skills
- Intermediate Microsoft Office Skills
- Initiative and ability to operate independently
- Ability to work as a team

**Office Location:** 195 Gilles Street, Adelaide

**Duration of position:** Ongoing

**Parking Availability:** Yes

**Public Transport:** Accessible

**Wheelchair Access:** Yes

**Minimum Age requirement:** 18+

**Days & Times:** Negotiable, preferably 3 days per week from 8:30am to 4:30pm

***Interested applicants are encouraged to apply. Please forward your CV and a covering letter stating why you believe you are suitable for the position to [claudia@dircsa.org.au](mailto:claudia@dircsa.org.au) or phone Claudia on 8236 0555.***

***Current Police Check or willing to obtain one is required.***

For more information about DIRC visit [www.dircsa.org.au](http://www.dircsa.org.au)