

External Relations Co-ordinator



Help us expand our reach by managing outreach and events! As External Relations Coordinator, you'll lead event planning, engage with universities, and build relationships with key stakeholders.

Flexible hours and a great opportunity to gain hands-on experience.



Deadline Oct 30th

About the role

- Plan events (conferences, panel discussions)
- Contact speakers
- Manage Eventbrite and emails
- Lead meetings with stakeholders
- Present on behalf of TAJ
- Run university outreach workshops
- Send quarterly newsletters
- Write blog posts and media articles
- Manage stakeholder databases
- Engage with university associations



Deadline Oct 30th

What we're looking for

- Great interpersonal and communication skills
- A proactive approach to forming new partnerships and collaborations
- Comfort with presenting and building relationships with stakeholders
- Strong organisational skills to manage multiple projects and events
- Ability to work independently and as part of a team



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Interested?

**Learn more on our
website or apply via
link in bio!**