

# Positions Available and Responsibilities

## Positions available:

Coordinator, Communications Officer, Logistics Officer, and Education Officer

Note that these are unpaid roles. The UN Youth Wellington Regional Council reserves the right to reopen applications and to appoint positions that may vary from those mentioned above, as well as to refrain from appointing one or more of these roles.

## Role Descriptions

Please note the role descriptions are not exhaustive; they provide a basic outline of some tasks completed by that portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Coordinator or Regional Council may assign any further tasks that arise during the tenure of the event committee. Please also note that all committee members will require strong teamwork skills and respect for other members.

**Coordinator:** The coordinator is responsible for overseeing the organisation of the event, and will essentially lead the committee. They will also liaise between the committee and the UN Youth Wellington Regional Council. Ideally the coordinator will have experience in the organisation of events, be effective at communicating and facilitating an inclusive discussion, and have good time management skills. Tasks include organising strategic planning meetings and creating deadlines for tasks of other committee members.

**Logistics Officer:** The logistics officer is responsible for the logistics of the event, including the venue, catering, and printed materials (e.g. placards). They will allocate the budget with the coordinator and direct conference assistants for set up on the day. Time management skills and an ability to stick to a plan is essential for this role.

**Communications Officer:** The communications officer is responsible for organising the promotional material and registrations. They will respond to delegate questions and oversee participant applications, and potentially secure a guest speaker, so any relevant connections are desirable. The communications officer will need strong communication and time management skills.

**Education Officer:** The education officer is responsible for creating the educational theme of the event with the Coordinator, and the subsequent educational content (including a workshop, briefing papers, and the resolutions to be debated on the day). They will also ensure all conference assistants understand the content prior to the event. Time management is key for this role.