

Executive Support & Events Coordinator (Contract – Maternity Leave Cover, 4 Months)

The Australian Association of Ruminant Nutrition (AARN) is seeking a highly organised Conference Coordinator to support the delivery of its Annual Conference and Annual General Meeting (AGM), to be held 13–15 October 2026 in Melbourne. This is a 4-month maternity leave cover, offered as a short-term independent contractor opportunity. The successful candidate will work closely with the Executive Officer (EO) to assist with event coordination, communications, and stakeholder engagement.

Key Responsibilities

- Support coordination of conference logistics including venue, catering, IT, and suppliers
 - Maintain and update the conference budget and program schedule
 - Liaise with speakers and assist with invitations, follow-ups, and requirements
 - Assist in coordinating sponsor engagement and deliverables
 - Support event communications (Mailchimp, website updates, LinkedIn)
 - Assist with Eventbrite setup, registrations, and attendee management
 - Support AGM administration and documentation
 - Prepare event materials including programs, running sheets, and name badges
 - Provide on-the-day event support during the conference
 - Liaise with the broader AARN Committee regarding conference planning, updates, and key deliverables
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About You

- Experience in event coordination or strong administrative support
 - Highly organised with strong attention to detail
 - Confident communicator with stakeholder management skills
 - Able to work independently and manage competing priorities
 - Experience with Eventbrite, Mailchimp, or similar systems (desirable)
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Contract Details

- Independent contractor arrangement (ABN required)
 - 4-month contract commencing July 2026
 - Workload equivalent to approximately 1 day per week, with flexibility in how and when work is completed
 - Hours may increase in the lead-up to the conference (October)
 - This role can be performed remotely with flexible working hours. Some coordination may require virtual meetings, and the successful candidate must be available to attend the AARN Annual Conference in Melbourne from 13–15 October 2026 (travel and accommodation provided).
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Important Information

- This role is offered as an independent contractor position, and the successful applicant will be engaged under their own ABN and responsible for invoicing for services
- The contractor will have flexibility in how work is delivered, in consultation with the Executive Officer
- Attractive hourly rate, aligned with experience and industry standards

Please submit your resume to admin@aarnutrition.com.au.

Applications close Friday, 29 May 2026.