

Position Description – Hub Coordinator

Location	Onslow	Travel Required	Minimal
Reporting to:	Chief Executive Officer	Position Type	Permanent Full-Time

Job Description

JOB PURPOSE

Reporting to the CEO, the Hub Coordinator is responsible for ensuring that The Onslow Chamber of Commerce and Industry (OCCI) provides a dynamic resource for its members. The Hub Coordinator will be responsible for the Chamber's finance coordination, communications and marketing, event coordination and hub administration, ensuring that organisational goals are met in alignment with the OCCI Strategic Plan, whilst fostering a collaborative environment for staff, volunteers, sponsors, members and partners.

DUTIES AND RESPONSIBILITIES

ONSLow HUB COORDINATION

- Serve as the primary point of contact for all hub-related inquiries and communications.
- Provide administrative support services for members if and when required.
- Schedule and manage meetings, ensuring agendas and materials are prepared in advance.
- Maintain organised records and documentation related to hub activities.
- Provide administrative support and assist team members with their needs as required.
- Manage day-to-day operations of the shared working space, ensuring a clean, safe, and efficient environment.

FINANCE COORDINATION

- Manage daily financial transactions, maintaining accuracy in bookkeeping and accounting processes.
- Ensure compliance with all financial regulations and standards applicable to nonprofit organisations.
- Oversee accounts payable and receivable, ensuring timely processing and collections.
- Develop and implement financial policies and procedures that enhance operational efficiency and promote best practices.
- Process payroll ensuring accuracy and timeliness.
- Maintain payroll records, including leave balances and deductions, ensuring compliance with applicable laws.
- Prepare and file payroll taxes and other required governmental reports and forms.

EVENT COORDINATION:

- Plan, coordinate, and execute Chamber events, including but not limited to networking events, business awards, workshops, programs and community outreach programs.
- Manage event budgets, ensuring financial effectiveness and adherence to budget constraints.
- Coordinate logistics such as catering, audiovisual equipment, transportation, and accommodation for speakers or guests.
- Gather feedback from event participants and analyse outcomes to improve future events.

COMMUNICATION AND MARKETING

- Responsible for adhering to and ensuring the effective implementation of the organisation's Communications and Marketing Plan.
- Develop and maintain an online presence for the Chamber, including managing the Chamber's website and social media platforms.
- Working with the CEO, create engaging content for various channels including social media, newsletters, and the Chamber's website across all areas of the business.

- Working with both the CEO and the Member Services Officer, coordinate the design and production of marketing materials such as brochures, flyers, and promotional items.
- Plan and execute marketing campaigns for events and programs to drive attendance and engagement.
- Monitor and analyse the effectiveness of communication and marketing initiatives, adjusting strategies as needed.

COMMUNITY AND STAKEHOLDER ENGAGEMENT:

- Build relationships with Chamber members, local businesses, sponsors, and community partners.
- Represent the Chamber at community events, meetings, and networking functions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Previous experience in finance, administration, marketing, events, customer relations, or similar.
- Excellent communication skills, both verbal and written.
- Minimum Cert IV in Accounting & Bookkeeping (or currently studying/willing to obtain).
- Working With Children’s Check
- National Police Clearance

ATTRIBUTES:

- Customer-focused with a passion for delivering exceptional service.
- Highly organised with a proactive approach to tasks.
- Detail-oriented and able to manage multiple priorities effectively.
- Well-developed record keeping skills.
- Proficiency in MS Office (Word, Excel, PowerPoint) and online tools such as Canva, Facebook and Event Management Software.

WORKING CONDITIONS:

- This role primarily operates out of the Onslow Chamber of Commerce and Industry office in Onslow.
- Regular business hours with occasional evening and weekend work required for events and meetings.
- Travel within the Pilbara region and to Perth may be necessary.

Reviewed By:	Bree Maher	Date:	25/02/2025
Approved By:		Date:	
Last Updated By:		Date:	