



Event Assistant – Temporary

- Temporary position with immediate start and potential for future work
- Flexible hours and some work from home opportunities
- Work in a supportive and collaborative team environment

About WestCycle

WestCycle is the peak body for bike riding in Western Australia. Our vision is to have 'more people riding bikes more often' whether it be on road, off road, recreational, commuting, club or social.

WestCycle's focus areas are

- Representation of our stakeholders in our advocacy to government and other agencies in order to deliver improvements in bike riding infrastructure, facilities and attitudes by and towards bike riders.
- Growth in the participation of bike riding.
- Sustainability of the environment, WestCycle and its member organisations.

Key Responsibilities:

- Provide general support for upcoming WestCycle event being held on Saturday 23rd September in Wongan-Hills
- Respond to day-to-day event enquiries via email and telephone
- Assist with the set up and pack down for the registration area on Thursday 21st, Friday 22nd and Saturday 23rd September
- Rider registration and provision of rider packs
- Provide information to riders and direct riders where necessary
- Assist with marketing activities preparing EDMs, social media posts

Skills and Experience

- Previous customer service experience
- Computer literate
- Attention to detail
- Professional written and verbal communication skills
- Ability to work in fast paced event work environment

Requirements

- Working with Children Check
- Be an Australian or New Zealand citizen, permanent resident or have a valid visa with relevant work rights from the Department of Home Affairs

Benefits

- This position would be a highly valued role within a team of easygoing, fun and professional individuals.
- Travel reimbursement and meals provided.



Office hours are Monday – Friday, 9am – 5pm based in West Leederville. The role requires the ability to work flexible hours, including some after hours and weekends.

To apply, please submit your resume to Sarah Nisbet sarah.nisbet@westcycle.org.au