



## **AORA WA State Coordinator - Position Description**

The WA State Coordinator position has a primary function as the key contact for the WA organics recycling industry and acts as a conduit for WA state-based industry issues through to the AORA national office (via the National Executive Officer).

Reporting to the WA State Committee/Chair (on all AORA WA matters) and to the National Executive Officer (AORA national matters), the role is budgeted at 32 hours/month, but this may increase as the levy revenue from WA increases and the role matures.

### **Duties – WA State Coordinator (@ 32 hours/month)**

- Design, manage and deliver AORA WA events including member meetings, field days, etc. in line with the National Calendar and membership requirements.
- Grow the AORA membership within WA.
- Proactively seek out opportunities to grow AORA sponsorship in WA.
- Manage relationships with AORA members across WA.
- Manage relationships with AORA state sponsors in WA.
- Proactively seek out and manage grant applications to support the operations of AORA in WA.
- Deliver administrative and governance support to the AORA WA Committee, including the development of meeting agendas and minutes and other duties as required by the WA State Committee/Chair.
- Develop the WA state budget annually in consultation with the AORA National Executive Officer.
- Proactively manage internal and external communications for AORA WA in a timely manner.
- Develop and maintain strong relationships with key WA state government departments and agencies/personnel.
- Develop and promulgate State policy and position papers to positively influence government, in line with AORA national policy.
- Manage any WA state-specific projects.
- Coordinate delivery of WA components of AORA national strategies.
- Contribute to AORA national projects as directed by the National Executive Officer.
- Other duties as directed.