

Admin & Events Coordinator (Casual)

Casual | 3 days per week (22.5hours) | Hazelmere

Trillion Trees Australia is a long-standing not-for-profit dedicated to restoring nature and biodiversity across Western Australia. From our beautiful Hazelmere site which incorporates our community nursery, we deliver large-scale restoration projects, community planting events, plant-to-residents programs, retail sales, and education activities.

Every seedling grown, every event delivered, and every volunteer supported helps us achieve our purpose: restoring landscapes and bringing people together to heal the planet.

With more than 15 million native trees planted over 45 years, we're looking for an Admin & Events Coordinator to join our small, passionate team and help keep our operations running smoothly.

About the Role

This is a people-oriented hands-on, varied casual role combining reception, administration, compliance, event management and team support. You'll be the outgoing, friendly, organised, go-to person who helps our staff, volunteers, members, and community feel welcomed and supported.

Your key responsibilities will include:

- Manage reception duties including welcoming visitors, answering calls, and monitoring the general inbox.
- Coordinate event bookings, catering, and logistics, host and assist guests on event days as required.
- Oversee office supplies and site maintenance, liaising with external contractors, and service providers.
- Support organisational compliance, including AGM preparation and Board documentation.
- Maintain membership and volunteer databases including renewals and compliance records.
- Liaise with Centrelink and other support agencies in relation to volunteers.

This role is casual, 3 days per week, with flexibility required for occasional weekends, early mornings or evening events.

About You

We are looking for someone who is gregarious, reliable, well-organised, enjoys variety in their work, and is comfortable working outdoors. You must be confident jumping between tasks, engaging with people, supporting others, and working as part of a small, collaborative team.

You'll bring:

- Strong administrative and organisational skills, excellent attention to detail, and a proactive approach to problem-solving and task management.
- Confident, approachable communication skills and the ability to connect with diverse audiences.
- Basic to intermediate proficiency in Microsoft Word, Excel, and Outlook.
- Ability to handle multiple tasks efficiently while meeting deadlines.
- A flexible, proactive mindset and a positive, can-do approach to work.
- An interest in environmental restoration and community engagement.

Desirable (but not essential):

- Experience in supporting events, volunteers, or compliance-related processes.
- Experience in a not-for-profit or community organisation.

 **What We Offer**

- A welcoming and supportive workplace set within a beautiful bushland environment.
- A varied casual role offering meaningful connections with the community.
- The opportunity to support hands-on environmental restoration projects across WA.
- Potential for the role to progress to permanent part-time from Spring 2026.

If you are interested, please send your CV to Audrey at Audrey@trilliontrees.org.au no later than 6 February 2026.