

TSA Events Coordinator - Job Description (August 2025)

Position:

Part-time or Casual employee 10–15 hours/week (with flexibility, some in-person required)

Location: Alphington, Melbourne

"We're looking for someone grounded, capable, and passionate about the outdoors and wellbeing to step into a key operations role within Take Shape Adventures. This role requires a high degree of interpersonal, communication and organisational skills – ensuring every trip, communication, and logistics plan runs smoothly – while having the opportunity to be part of something meaningful, adventurous, and growing".

About You:

- Admin and operations ninja: organised, reliable, and good with details
- Great communicator – confident on email and phone
- Passionate about wellbeing, nature, or the outdoors
- Happy to work from our home office part-time
- Experienced in events, guiding, hospitality, fitness, or wellness is a plus
- Bonus: You've worked in a small business or membership-based program before
- Bonus: You love hiking, movement, and making a difference

Key Responsibilities:

- Event Coordination
 - Coordinate business logistics for flights, venues, activities, contractors, vehicles etc.
 - Manage bookings, communications, and customer emails
 - Maintain and update our booking and CRM systems (Keap, spreadsheets, forms)
- Event communication
 - Assist with tour information for marketing campaigns
 - Help with basic content or social media scheduling
- Campaign Assistance
 - Assist with the development of campaigns for major events in Infusionsoft.
 - Assist with marketing and sales through various channels where required.
- Event Development
 - Develop avenues to increase corporate and private events
 - Assist with event design, tour investigations and itineraries.
- Collaboration & Team Growth:
 - Work closely with our small, close-knit team to ensure great culture.
 - Contribute ideas for events, marketing strategies, and ways to grow the business.
 - Maintain a positive, adaptable attitude and a passion for continuous improvement.
- Optional / Bonus Areas (if skills align):
 - Assist or guide weekend hikes (training provided)

Please email adrian@takeshapeadventures.com.au with a resume, cover letter and anything else you think we might be interested in!