

Advertisement

[HAE Australasia](#) is a not-for-profit patient advocacy organisation, dedicated to providing support to Australian and New Zealand HAE patients and their families, as well as raising awareness of hereditary angioedema (HAE) resulting from C1-inhibitor deficiency. HAE Australasia was founded 12 years ago by HAE patients and HAE patient caregivers.

The Opportunity

The HAE Australasia patient organisation is looking for a part time Operations Coordinator to support the day-to-day management of this well-established organisation and progress our vision of *enhancing the quality of life for those living with Hereditary Angioedema (HAE) in Australia & New Zealand*.

The Operations Coordinator role is a paid 8 hours per week 'all-rounder' position supporting the overall activities and initiatives for HAE Australasia. The role reports to the HAE Australasia board members and provides the day to day coordination to maintain an effective and efficient organisation.

Context

Our board members leading the various HAE Australasia initiatives require administrative support and coordination across the organisation. The 8 hours commitment can be flexible and assigned on a preferred day / times during the week whilst taking board members availability into account.

Over time, there is an opportunity to expand the role and hours by increasing responsibility and leadership for initiatives such as awareness campaigns, fundraising and wellbeing programs.

The role

This role involves the day-to-day operations and administration, contact with patients and their family members, supporting fundraising and liaising with external parties such as medical practitioners and pharmaceutical industry representatives to create awareness, advocate for new medical treatments, and support seeking external funding to enable a broad scope of new and exciting initiatives to enhance our vision.

Ideally, you have experience with not-for-profit organisations, excellent project coordination skills, event management, strong organisation and administration skills, building and engaging with communities on social media, and any website management experience will be very relevant. The ability to work independently, liaise directly with board members and a real interest in patient support and raising awareness will be essential to be successful in this role.

An affinity with a rare disease or Hereditary Angioedema (HAE) will be strongly beneficial.

Applicants must currently reside and have the right to work in either Australia or New Zealand.



Need more information

For more information on this role please contact, Evelien de Bruin, HAE Australasia Board Member, on +61 414 252 823.

To apply

Email fiona@haeaustralasia.org.au including your cover letter and resume addressing how you meet the skills and criteria.