



Mature Adults Learning Association

PERTH BRANCH | PART-TIME POSITION AVAILABLE

Course Coordinator

MALA Perth is seeking an organised and engaging Course Coordinator to develop its lecture programme and work with lecturers and the committee to bring it to life. This paid, part-time role is carried out from home.

About MALA

The Mature Adults' Learning Association (MALA) is a non-profit, voluntary and independent organisation offering ongoing learning for pleasure and social opportunities for adults in Perth and Mandurah. Its programmes bring members together to explore a wide range of subjects in an inclusive, community-minded setting.

About the role

The Coordinator develops MALA Perth's programme of lectures, working with the Perth Committee and a network of lecturers. The role reports to the MALA Committee and includes attending committee meetings when requested.

Key responsibilities

- Develop a balanced programme of interesting courses across a range of subjects.
- Identify, approach and coordinate suitable lecturers, agreeing topics and presentation schedules.
- Prepare programme information—including course titles, descriptions and lecturer biographies—in a clear format suitable for publication.
- Keep lecturer records up to date and share relevant attendee feedback with lecturers.
- Liaise with the Perth Committee, provide progress updates and respond to committee feedback.

About you

You will bring strong organisation and communication skills, confidence using everyday computer tools, and the ability to build positive working relationships with lecturers and committee members. An interest in adult learning and MALA's broad range of subjects will be an advantage.

The details

Location: Work from home (Perth programme)

Engagement: Part-time contract

Remuneration and commencement: To be discussed.

Enquiries

Contact Neil at perth@mala.au. Learn more about MALA at www.mala.au.