



Position Description

Membership and Events Assistant - Australian Car Wash Association

The Australian Car Wash Association (ACWA) Background:

The Australian Car Wash Association is the peak national body for the car wash industry in Australia. It enables strong industry representation to Government and Regulatory Authorities as well as providing an important role in enhancing the skills and knowledge of car wash business professionals through a range of research and best-practice guides, seminars and events.

We also love the Australian environment. We are committed to ensuring people understand how the world benefits by using a car wash when your car needs cleaning.

ACWA also provides the car wash industry with several practical functions, including:

- ❖ *Providing management, operational and marketing information to help current and potential car wash owners and operators.*
- ❖ *Providing a forum for suppliers and operators to meet with each other and for suppliers to promote their products and services to the owners and operators of car wash sites.*
- ❖ *Hosting the largest car wash convention and trade show in the Southern Hemisphere.*

Position Overview:

This part-time position will report directly to the Business Manager and play a crucial role in developing strong relationships with our extensive membership base.

As the Membership Assistant, you will work closely with and take direction from ACWA's Events Membership and Administration Manager. You will also actively contribute to the success of ACWA's Event Program, ensuring the seamless execution of Members' State Meetings, Rinse! the Car Wash Showcase, and our prestigious biannual Trade Show Event - Car Wash Show Australia.

Key Responsibilities:

- ❖ Develop and maintain strong relationships with ACWA's diverse membership base, providing exceptional customer service and addressing members' inquiries promptly and professionally.
- ❖ Assist in implementing ACWA's membership processes, including membership onboarding, renewals, and database management.
- ❖ Collaborate with the ACWA Team to plan and execute various events, actively participating in organizing:
 - Members' State Meetings

Australian Car Wash Association

PO Box 1287 Kyneton VIC 3444

Phone : +61 411 646 168 Email: doug.cross@acwa.net.au

web : www.acwa.net.au



- Rinse! the Car Wash Showcase
- Car Wash Show Australia.
- ❖ Support event planning efforts, coordinating logistics, materials, and resources to ensure the success of each event.
- ❖ Work closely with the ACWA team to analyse and evaluate event outcomes, providing feedback for continual improvement.

Requirements:

- ✓ Strong organizational and communication skills, with meticulous attention to detail.
- ✓ Enthusiasm, a proactive attitude, and the ability to adapt and learn quickly in a dynamic work environment.
- ✓ Previous experience within an association or in an events role would be advantageous.
- ✓ An interest in and knowledge of the car wash industry will be considered a definite advantage.
- ✓ As a work-from-home role, you will need access to an appropriate home office environment.
- ✓ Flexibility and willingness to accommodate occasional interstate/overnight travel as required.

Working Conditions:

Position:	Membership and Event Assistant (Part-Time)
Reporting to:	Business Manager
Location:	Work from Home
Compensation:	The wage rate will be commensurate with experience and qualifications
Work Hours:	12-15 hours per week (Work hours are flexible but must be worked Tuesday, Wednesday or Thursday).

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