

Position Description

Volunteer Communications Assistant – Communications and Marketing

Role Title:	Volunteer Communications Assistant – Communications and Marketing
Location:	Inner West
Volunteering Period:	Ongoing or project specific as agreed
Start date:	As soon as possible
Time commitment:	1- 2 days a week on site or remotely as agreed. Minimum period 3 months
Reports to:	Strategic Communications and Marketing Manager

About

Rape & Domestic Violence Services Australia R&DVSA supports people affected by sexual, domestic or family violence.

We offer expert, confidential telephone, online and face to face counselling to people of all genders who have experienced sexual, domestic or family violence, and specialist help for their supporters and those experiencing vicarious trauma.

We advocate with governments, the media and the community to prevent and put a Full Stop to violence and to improve the response clients receive when it occurs. We also provide best practice training and professional services to support frontline workers in the sector.

Position Overview

We are looking for a Volunteer Communications Assistant to join our team. The position will support our Strategic Communications and Marketing Manager and work collaboratively with our team to deliver key marketing outcomes to ensure the organisation is best positioned to provide strong advocacy and support services in the domestic, family and sexual violence space. We will provide flexible work arrangements, training, development and vicarious trauma support for the right candidates.

Key Responsibilities

- Monitor traditional and social media to identify key stories and opportunities for R&DVSA.
- Create engaging social media content
- Copywriting for different platforms, including media releases, websites and marketing materials.
- Participate in training and development opportunities to build skills for the role.

- Attend meetings with the communications and marketing manager where appropriate and taking detailed notes.
- Perform miscellaneous job-related duties as assigned.

Skills and Experience

- Currently studying marketing and/or communications or a related field. Applicants should be in their last or second last year of study. We are also accepting applicants who are not studying but they must demonstrate previous skills and experience that are relevant to the role.
- Excellent verbal, written and interpersonal skills
- Good time management and organisational skills
- Good news sense and understanding of Australian media
- Excellent attention to detail
- Passion for social media and for developing engaging social media content
- A basic understanding of graphic design tools
- Understanding or willingness to learn about the causes and consequences of sexual, domestic and family violence from a feminist and human rights perspective.
- Understanding or willingness to learn how sexual, domestic and family violence affect diverse communities, including Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+ and people with disabilities.

Desirable:

- Basic videography and photography skills

Professional and Personal Attributes

- Operating in an ethical and professional manner
- Commitment to the vision and purpose of Rape & Domestic Services Australia, including intersectional feminism
- Adhere to the organisation's code of conduct, privacy and confidentiality
- Uphold respect for diversity, equality and social justice
- Dynamic, flexible and positive approach to tasks
- Ability to work autonomously
- Model respectful and collegial behaviour and manner at all times in the workplace

We strongly encourage Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+ and people with disabilities to apply.

Other requirements of the role:

- Successful applicants will be required to undertake Working with Children and National Criminal Records Checks

How to Apply:

Click the below link and send in your resume and a cover letter addressing the skills and experience required for the role, attention Ash Witoslawski.

<https://rapedvservices.elmotalent.com.au/careers/rape-dvservices/job/view/17>

Please email all questions to jobs@rape-dvservices.org.au

We will be in contact with successful applicants to arrange interviews. Together let's put a full stop to violence.

Declaration

I understand and accept the responsibilities as outlined

Incumbent's Name:	Signature:	Date:
CEO Name:	Signature:	Date: