

Communications & Website Assistant - Volunteer Position Robinson Reserve Neighbourhood House

The Role

Working in a small team based at Robinson Reserve Neighbourhood House (in Reynard Street, South-West Coburg) you will support the development of communications plans for Robinson Reserve Neighbourhood House projects, including the Recognise campaign. This campaign promotes the Recognition of Aboriginal and Torres Strait Islander people in the Australian Constitution (www.recognise.org.au). The role will involve developing appropriate web content for RRNH projects and promoting projects using social media and other strategies.

Time Commitments Required:

Minimum commitment of 4 hours a week for a minimum period of 6 months.

Must be available to meet weekly on *Tuesdays between 12pm to 5pm* at Robinson Reserve Neighbourhood House in Reynard Street Coburg.

Flexible work at other times is possible provided you have home access to a PC and the internet (broadband connection is necessary). Editing and Uploading work can then be done from home or using facilities at Robinson Reserve Neighbourhood House.

Specific Tasks & Duties:

- Advise and document a communications strategy for upcoming events and activities
- Draft supporting media releases for local press and web-based media in consultation with the house manager.
- Develop online and other resources to raise awareness of RRNH projects.
- Contribute content to Facebook, Twitter and other social media as agreed with RRNH Business and Administration Coordinator.
- Assist with events relating to projects.
- Work within a small team.

Benefits:

For residents in the inner northern suburbs, this volunteer role is a great way to get connected with local networks engaged in community resilience community development and social equity projects.

Specifically, you can expect to practise or further develop skills in:

- Research and corporate communications

- Liaising and networking
- Internet-based communications including website development
- Working with interesting new people within a diverse, local community in the inner northern suburbs.

A written reference is available upon request.

Skills / Experience:

Required:

- Excellent written and oral communication skills in English
- Excellent computer skills including Content Management Systems, Microsoft Word and email.
- An understanding of diverse cultures.
- Good research skills
- Promotion or marketing skills

Preferred:

- Experience in WordPress
- Experience in a communications role
- Experience of working with Aboriginal and Torres Strait Islander people
- Design skills

Personal Qualities:

Required:

- A commitment to community building and social justice (including reconciliation).
- Ability to work autonomously and in a team
- Willingness to follow direction
- Cheerful personality with a distinct sense of responsibility

Preferred:

- Sharing the values and aims of Robinson Reserve Neighbourhood House(www.rrnh.org.au)

Required Attachments to Accompany a Volunteering Request:

- Please attach a current resume showing relevant experience

Probation Period:

- This position commences with a three month probationary period.

Based At:

Robinson Reserve Neighbourhood House, 104A Reynard Street, Coburg

Supervisor: Greg Thorpe, Robinson Reserve Neighbourhood House Coordinator