

## AYCC VOLUNTEER OUTREACH COORDINATOR



**Time Commitment:** 1 day per week for at least 12 months

**Responsible to:** WA State Organiser, Millie Anthony

**Start:**

**Positions available:** 1

**Salary:** This is a volunteer role. Reimbursement is available for associated expenses.

**Location:** Perth

### ABOUT THE AYCC

The Australian Youth Climate Coalition (AYCC) is Australia's largest youth-led organisation, and the peak body for youth acting on climate change. We're building a generation-wide movement to solve the climate crisis before it's too late, and need passionate, enthusiastic volunteers to make it happen. We're running campaigns to stop Adani's plans to build Australia's biggest coal mine near the Great Barrier Reef and supercharge the upgrade to renewable energy.

### ABOUT THE ROLE

We are looking for volunteers to lead our West Australian Volunteer Outreach Team to help make our events and actions as impactful as possible, and constantly draw new young people towards taking meaningful climate action. You will lead a small team of volunteers in calling and messaging new recruits and existing volunteers to grow the WA climate movement. You will develop resources, record metrics, and foster a positive working culture to help your team excel, and provide mentoring, training and support to develop your volunteers' skills.

### DUTIES AND RESPONSIBILITIES

- Develop and maintain a strong outreach culture, including hosting regular outreach call nights and communicating AYCC's vision to volunteers and ensuring they understand how they help achieve it
- Create and maintain systems and processes to support the volunteer outreach team, such as call scripts
- Provide training and mentoring to volunteers, ensuring they are confident in performing outreach tasks
- Manage volunteer data by recording outreach outcomes and producing call, text and email lists
- Stay up to date with AYCC campaigns, local events, and the wider climate movement
- Work with the Volunteer Support Coordinator to ensure new recruits are followed up with in a timely fashion
- Participate in regular WA leadership team meetings and implement their strategy, vision, and goals

### WHAT YOU'LL LEARN

- How to communicate climate change effectively and have meaningful conversations about it
- How to lead, mentor and train a team of young people to grow the climate movement through conversation
- How to efficiently manage and utilise data, and work with database and campaigning tools

### KEY SKILLS, CHARACTERISTICS AND EXPERIENCE

- Excellent interpersonal and communication skills, able to communicate remotely in a friendly, engaging way
- Passionate about environmental issues, especially solving the climate crisis in a fair and just way
- Ability to build relationships with, inspire, motivate, and facilitate others to perform at their best
- Trustworthy, reliable, efficient, able to work independently, think creatively, take initiative, and learn quickly
- Empathic team player with experience managing or leading teams of volunteers

Don't have all skills/experience listed above? Still apply! We need a passionate, dedicated, quick-learning young person under 30 to fill this role. There will be plenty of on-the-job learning opportunities. We strongly encourage young Aboriginal and Torres Strait Islander, LGBTIQA, and people of colour to apply.

### HOW TO APPLY

Send a 2-page CV and a 1-page cover letter detailing why you'd be awesome for this role to [millie.anthony@aycc.org.au](mailto:millie.anthony@aycc.org.au) by January 30th, 2018 or feel free to email for any further discussion about the role.