Technology and Data Manager - Position Description

Responsible to: Communications Director
Location: Melbourne ideal, Sydney or Brisbane considered for the right candidate
Employment Basis: Full time, 12 month contract
Start date with AYCC: July 2019
Salary: $50,000-54,000 excluding super (depending on experience)
Key relationships: Comms Team, Campaigns Team, Seed Team, Fundraising Team, external
providers

The Role:

The Technology and Data Manager will develop the online and data management strategies for
the AYCC. They will deliver new and innovative ideas for how to grow and nurture our database
of supporters, volunteers and donors to increase AYCC and Seed's impact to solve the climate
crisis.

About the AYCC and Seed:

The AYCC is a non-profit, non-partisan organisation building a movement of young people to
protect our future from climate change. We are Australia's largest youth-led organisation and one
of the most effective organisations dedicated to tackling climate change, with 750 volunteers
nationally and more than 150,000 supporters. We have four major areas within AYCC:

- **Campaigns to solve the climate crisis** - we run campaigns to make sure Australia moves
  from fossil fuels to renewable energy as quickly as possible. Our campaigns include:
    - Stopping Adani's dangerous coal mine in Queensland from destroying our Reef
      and climate
    - Supporting the Port Augusta community with their campaign to replace their old
      coal stations with solar thermal
    - Campaigning for 100% renewable energy from the Government and Opposition
- **Seed Indigenous Youth Climate Network -** led by Aboriginal and Torres Strait Islander
  youth, this growing network is giving Indigenous young people the skills to Protect
  Country. Check out more at seedmob.org.au
- **Switched on Schools** - each year we educate, inspire and empower tens of thousands of
  high school students to create change. We do this through presentations, two day
  summits and then mentor students to lead their own campaigns to repower their school.
- **Climate Leaders Training program -** we give young people the information, skills,
  inspiration and support they need to lead climate campaigns in their community.

Ambition, Justice, Resilience, Trust, Empowerment, Diversity

Who you are:
- You're a young person committed to solving the climate crisis
- You are internet savvy and have big ideas for digital campaigning and organising
- You have an eye for details and don't mind repetitive tasks
- You have experience with coding, CRMs and data management

What you'll do:
- **Develop strategy** with Communications Director and other key staff to maximise our tech impact
- **New tech initiatives and products -** consult with teams across the organisation to find out what tech solutions could help us deliver our mission, and project managing the development of new products, including working closely with the Digital Organiser
- **Data management:** AYCC uses NationBuilder as our CRM, your job will be to ensure our data management processes and integrations are tight and being followed by our skilled-up team.
- **Web development and maintenance -** we run three websites on Nationbuilder and use Raisely for key fundraising moments. Your role can range from setting up basic pages, to building an in-house website, to managing a new tool build by an agency
- **Data analysis** - pulling information from our Nationbuilder API, callhub or another platform to give real time feedback to campaigners, organisers and fundraisers about what's working and why
- **Data acquisition -** running a Facebook advertising program that brings in new supporters to our organisation
- **All things tech (trainings, support, troubleshooting, data security)** - this can look like updating security measures on Gmail to 2FA, helping someone import signups from a local stall, or contacting Paypal about a bug the Fundraising team has noticed

Your experience and skills:
- **Essential selection criteria:**
    - You're able to take initiative, solve problems, and identify opportunities to improve team impact through tech solutions
    - You have strong working knowledge of HTML and CSS
    - You've managed some complicated projects through to success
    - You have CRM management and web development experience (NationBuilder experience ideal)
    - You have strong interpersonal skills and can collaborate and communicate effectively across teams

- **It would be great if you had some of these too:**
  - Demonstrated ability to program in at least one programming language - ideally Ruby or JavaScript
  - Experience working with an API
  - Experience with Facebook Ads Manager, Google Analytics, and/or digital campaigning tools like Do Gooder and Callhub
  - Copywriting experience
  - Experience working in non-profit, campaigning or social change organisations

We are a youth organisation, so we don't expect you to be an expert at everything. Even if you only meet some of these requirements, but you think you're right for the job and are ready to learn, we're keen to hear from you. The role will be developed to meet the skills and experience of the right candidate.

The AYCC is a youth-led organisation with an exemption from the Anti-Discrimination Act. As such, all staff and core volunteers are under 30, we seek applications only from those under 30.

Aboriginal and Torres Strait Islander young people are strongly encouraged to apply.

How To Apply
Candidates should submit via email:
- A cover letter of no more than 2 pages outlining why you're the best person for the job based on the above responsibilities and experienced
- A CV of no more than 3 pages
- Any examples of tech projects that you've worked on that you'd like to share

Applications should be addressed to AYCC's Communications Director, Alex Fuller, at application@aycc.org.au, using the subject line 'Application - Tech and Data Manager'.