



## Digital Organiser - 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:** Communications Team, Campaigns Team, Grassroots Network

### The Role:

The Digital Organiser will help AYCC's grassroots organising work continue to scale and strengthen through the effective use of digital tools. You'll play an important role in database management - facilitating young people's journeys from new volunteer through our training and leadership programs. The Digital Organiser will help ensure that anyone, anywhere has the resources to participate in our campaigns, and will help to roll out recruitment strategies for major campaign and training events.

### 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](http://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.

### Our values:

Ambition, Justice, Resilience, Trust, Empowerment, Diversity

### Who you are:

- You're a young person committed to solving the climate crisis
- You believe in the power of young people and social movements to change the world
- 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 CRM and data management

### What you'll do:

- Manage and update AYCC's NationBuilder CRM to track the growth of our volunteer network, track volunteer engagement with training and leadership opportunities, and create contact lists for event recruitment
- Mentor a state branch of AYCC volunteers to grow our volunteer network and roll out our campaigns and training programs in their state
- Produce email, text and social media communications to recruit people to events and onboard new volunteers to our network
- Manage digital organising tools such as CallHub, Neighbourly and NationBuilder for campaign activities, event recruitment and volunteer outreach - and work with the Tech & Data Manager to explore new tools and systems that grow our impact
- Provide digital and communications training to other AYCC organisers and volunteers and lend support to the national volunteer communications hub

### Your experience and skills:

- You have strong interpersonal skills and can collaborate and communicate effectively across teams
- You have grassroots community organising experience, in either a volunteer or professional capacity
- You're able to take initiative, solve problems, and identify opportunities to improve team impact through tech solutions
- You have CRM and data management experience (NationBuilder experience ideal)
- It would be great if you also have copywriting or social media management experience

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, people of colour and LGBTIQA+ 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 experiences
- A CV of no more than 3 pages

Applications should be addressed to AYCC's Communications Director, Alex Fuller, at [application@aycc.org.au](mailto:application@aycc.org.au), using the subject line 'Application - Digital Organiser'.