Position Description:
AYCC Tech and Data Manager

Responsible to: Communications & Digital Director
Location: Melbourne, Sydney or Brisbane
Employment Basis: Permanent position, 4 days per week (0.8 FTE), with some flexibility for the right candidate
Start date with AYCC: Approx. November 2021
Salary: $53,500 - $66,000 pro rata (depending on experience) plus 11% superannuation
Key relationships: Digital Team, Coordination Team, Fundraising Team, external providers

The AYCC is a youth-led organisation with an exemption from the Anti-Discrimination Act - we seek applications only from people under the age of 30. **Aboriginal and Torres Strait Islander young people, young people of colour, people with disability & LGBTIQ+ young people are strongly encouraged to apply. We value passion, talent and lived experiences over formal qualifications.**

About the role

As the Tech and Data Manager, you will be responsible for leading our tech strategy at AYCC, you'll deliver new and innovative ideas for how to grow and nurture our database of supporters, volunteers and donors to increase AYCC's impact to create transformative change and solve the climate crisis. It involves a diverse range of responsibilities and is an ideal role for fast learners and problem-solvers.

About the AYCC

The AYCC is a non-profit, non-partisan organisation building a movement of young people to fight for climate justice. We are one of Australia's largest youth-led organisations and have a track record of building leaders and winning strategic campaigns over the past 14 years. We create change through 3 main program areas:

- **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:
    - Holding back fossil fuel expansion through campaigns to stop the funding and public support for climate-wrecking gas projects
    - Advocating for investment in clean jobs and climate solutions, from the local to national level
    - Working to shift the narrative on climate justice and build mass public support for action

- **Grassroots movement-building** - we are organising a national network of young people who create change by taking action on our national campaigns, building support in their communities, and applying the skills they learn to local climate justice fights.

- **Training & leadership programs providing a diverse range of opportunities** - online, locally and nationally - for young people to build the skills and connections to make an impact, including the Switched on Schools program.

Your key responsibilities include:

- **Develop strategy** with the Comms & Digital 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 Organising Manager
- **Data management -** AYCC uses NationBuilder as our CRM currently, and you'll be shifting some of our database onto a new central database solution. You'll lead ensuring 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 and other platforms to give real time feedback to campaigners, organisers and fundraisers about what's working and why
- **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've managed some complicated projects through to success
    - You have CRM management and web development experience (NationBuilder experience ideal)
    - You have experience with Facebook Ads Manager, Google Analytics, and/or digital campaigning tools like Do Gooder and texting tools
    - You have strong interpersonal skills and can collaborate and communicate effectively across teams

- ○ You value data-based decision making
- ○ You have an eye for detail and don't mind some repetitive tasks

- **It would be great if you had some of these too:**
    - ○ A strong working knowledge of HTML and CSS
    - ○ A background in user experience design
    - ○ Demonstrated ability to program in at least one programming language - ideally Ruby or JavaScript
    - ○ Experience working with APIs
    - ○ Experience working in non-profit, campaigning or social change organisations
    - ○ A depth of understanding in machine learning technology and using predictive modelling to drive conversion

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.

Why work for us?

- We provide flexible working hours, & the opportunity to regularly work from home
- We're a team of like-minded, passionate, hard-working & fun young people
- You can access our Employee Assistance Program (EAP) and wellbeing allowance
- Dedicated budget for your own professional development opportunities towards your career goals
- We offer 4 weeks annual leave (pro-rata), plus an end of year shutdown period and 10 days (pro-rata) personal leave per annum.
- Access to various other types of leave including; Cultural & Religious leave, Primary & Secondary Carer Parental leave, Compassionate leave, Community service leave & Domestic / Family Violence leave.

How To Apply

Candidates should submit via email:
- A **resume** of no more than 2 pages
- 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 your experience
- Any **examples of tech projects that you've worked on** that you'd like to share

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

APPLICATIONS CLOSE: 5pm 12 October 2021