

Volunteer Position Description

Communications and Media Volunteer, Conservation SA

November 2017 — April 2018 (with potential to continue after this date by negotiation)

Purpose:

The Communications and Media Volunteer will support Conservation SA's 2018 State Election Campaign, helping to increase our impact in the lead-up to the election in March, resulting in positive outcomes for South Australia's environment and people.

While the special focus of this role is our State Election campaign, the volunteer will have the opportunity to work across the spectrum of Conservation SA's communications.

Supervision and training:

The Communications and Media Volunteer is supervised by the Communications and State Election teams, with work signed off by Communications Manager Kate Sutcliffe. Training for this role will be provided, with full support from the Conservation SA staff team.

About you:

- A kind, friendly person with a great work ethic (essential!)
- Committed to social justice and the environment
- Can work independently as well as part of a team
- A strong writer who can produce copy on a range of topics with minimal need for external editing
- A great communicator with the ability to adapt their writing 'voice' to suit the audience
- An editor with an eye for detail who can work quickly and accurately to a style guide
- Experience in using social media platforms (Facebook, Twitter and Instagram, at a minimum) to engage with a variety of audiences
- Good research skills and an understanding of basic copyright/intellectual property principles
- Excellent computer skills and ability to pick up new software (with some training)
- *Current or completed study in media, communications or journalism (a bonus)*
- *Experience with design software such as Adobe CS (a bonus)*
- *Photography, video or creative design skills (a big bonus)*
- *Experience writing media releases (a bonus)*
- *Understanding of digital monitoring and reporting (a bonus)*
- *Experience with database software (e.g. Nationbuilder) and systems (a bonus)*
- *HTML/CSS experience (a bonus)*

About us:

Conservation SA is an inclusive, supportive workplace. We highly value our volunteers and their generous contributions to our work on behalf of SA's environment.

Duties and responsibilities:

The volunteer will assist the Communications and State Election teams with copywriting and proof reading, generating social media content, website updating, database assistance and other duties as required to support Conservation SA's State Election campaign.

The volunteer will have an impact by:

- helping the State Election campaign team with communications (supervised and supported by the communications team),
- helping to update Conservation SA's media list,
- helping to update content of website/s,
- helping to develop and schedule social media content and blog posts,
- helping to update and maintain Conservation SA's Nationbuilder database,
- helping to format organisational reports and publications, and
- helping with other tasks as allocated by supervisor/s from time to time.

Duration: ASAP — April 2018

This role can commence as soon as the volunteer is available. We would be pleased if the volunteer attends Conservation SA a minimum of half a day per week until the end of 2017.

From mid-January to early April 2018, the role will require a minimum commitment of one day a week (with flexible timing and some scope to work remotely) for the duration of the State Election campaign.

The volunteer and Conservation SA will then reconsider this volunteer role based on the capacity of the volunteer to assist on an ongoing basis and the needs of Conservation SA.

Volunteer role location:

The volunteer will work at the Conservation SA's office at The Joinery, 111 Franklin Street Adelaide, with some scope to work remotely by negotiation between the volunteer and Conservation SA.

The volunteer is responsible for arranging transport to and from this address.

Other role information:

As the volunteer will be working with our database and systems, they will be required to sign a confidentiality agreement before commencing the role.

Applications close Friday 24 November 2017.

Visit www.conservationsa.org.au/comms_vol_2017 to apply.