

## Social Media and Communications Assistant Volunteer



<b>Position:</b>	Social media and communications assistant volunteer
<b>Reports to:</b>	Digital Campaigner
<b>Time commitment:</b>	3.5 hours x 2 days per week
<b>Location:</b>	Anywhere
<b>Duration:</b>	6 months (with the opportunity to extend)
<b>Remuneration:</b>	None. This is an unpaid volunteer role

The Invasive Species Council is about to embark on a ten-year journey of growth as we make the 2020s the decade of biosecurity. This is an exciting opportunity for a talented and passionate environmentalist to support Australia's leading advocacy organisation tackling invasive species at a very exciting time.

### Volunteer Role Description

ISC is seeking a volunteer social media and communications assistant to join the Marketing Team. You will support our team in creating a consistent drumbeat of storytelling through creative content for social, direct mail, email and web activity. You will assist in helping our supporters to understand the issue, engage with our brand and campaigns, and promote opportunities to donate.

You will have experience in writing and creating content that has an impact and in doing so, contributes to campaign and fundraising success. You will be an awesome collaborator and be able to work confidently alongside our marketing team

### Volunteer Role Tasks

Subject to availability and capacity, the tasks of this volunteer role will include any or all of the following;

- Maintaining active social media accounts
- Researching and creating creative content for different social media channels
- Monitoring and reporting on responses to social media activity
- Providing responses to supporters through our social media channels
- Proof reading documents, social media posts and marketing content.

### Selection Criteria

- Experience using Facebook, Instagram or Twitter
- Good written communication skills, with accuracy and strong attention to detail
- Ability to communicate professionally online
- Ability to work collaboratively or as part of a team and motivated to work as an individual
- Experience editing and proof-reading documents
- Experience using Excel spreadsheets for monitoring and reporting
- Access to the internet
- Interest in environmental and biosecurity issues

**Role Requirements and Commitment**

The requested commitment of 1–2 days a week can be spread over on any days of the week from any location. The supervisor will be available most days and able to communicate via Zoom or Google Meet to address any questions. The only equipment required is a computer with access to the Internet.

At ISC we greatly value the contribution of our volunteers. We aim to provide them with work that is safe, significant, fulfilling and appreciated. All volunteers will be selected free of discrimination and under equal opportunity. They will be reimbursed for all pre-approved expenses, provided with training and support, covered by volunteer insurance, and recognised for their efforts. A statement of achievement will also be available upon completion of the role.

**Applicants are requested to send a one-page letter of interest & copy of their CV to [recruitment@invasives.org.au](mailto:recruitment@invasives.org.au) ASAP.** This position will be filled as soon as a suitable volunteer is identified.

More information on the Invasive Species Council and our work can be found on our website at [www.invasives.org.au](http://www.invasives.org.au).