



## Volunteer Role Description

<b>Position Title:</b>	<b>Social Media + Graphic Design Volunteer</b>
<b>Team:</b>	Activism
<b>Location:</b>	Adelaide Action Centre + online
<b>Manager:</b>	Activism Support Coordinator
<b>Classification:</b>	Volunteer
<b>Hours:</b>	Approx. 4 hours per week (flexible times)
<b>Tenure:</b>	Minimum 6 months commencing April 2018
<b>Applications Close:</b>	9am Monday 19th March 2018

### Primary Objective(s)

Co-ordinate and improve Amnesty International's social media networks in the South Australian/Northern Territory region and develop graphics and promotional materials for the region for use on social media and in print.

### Key Responsibilities.

- Implement established social media plan for the SA/NT region;
- List upcoming events, send invites and upload photos of recent events on Amnesty's SA/NT regional Facebook page and Twitter account
- Create engaging graphics for posts on social media
- Find ways to improve regional presence on Facebook and twitter
- Assist local SA/NT groups to create and manage their group pages on Facebook
- Work with local Action Groups and event coordinators to develop promotional materials for their events

### Key relationships

- Activism Support Coordinator
- Community Organiser SA/NT
- Regional Groups & Networks
- SA/NT Branch Committee
- Group conveners.
- Office volunteers
- General Public (esp. Social Media users)

### Learning Opportunities:

- Develop and improve strategic planning skills
- Develop abilities to create meaningful materials within organizational framework and guidelines

- Knowledge of how an international / national organization is structured and managed.
- Increased awareness of human rights and global issues.

## **Knowledge, skills and experience required**

### **Essential**

- Knowledge of Amnesty International and a commitment to human rights;
- Experience using social networks (e.g. Facebook, Twitter etc)
- Experience in graphic design
- Familiarity with current design programs (including Canva)
- Excellent oral and written communication skills
- Attention to detail
- Experience editing text
- Willingness to respond to direction from staff and volunteers
- Ability to use initiative when required

### **Desirable:**

- Experience developing and implementing social media plans;
- Experience working or volunteering within a Community Organisation.

## **Selection Criteria**

*Please address each point in your application*

- Why do you want to volunteer with Amnesty International?
- How do you meet the knowledge, skills and experience required (as listed above)?
- Are you available approx. 4 hours per week for a minimum of 6 months?

## **Application process**

To apply, please send an email with your resume and brief cover letter addressing the key selection criteria to Sandy Johns at [sandy.johns@amnesty.org.au](mailto:sandy.johns@amnesty.org.au) by 9am Monday 20th March 2018 with the subject line 'Application for Social Media + Graphic Design Volunteer'. If you have previously sent through your volunteer registration form or resume, please note this in your application.

Interviews for this position will be held between 27th March and 1st April at the Amnesty International Action Centre (Level 8, 70 Pirie Street) in Adelaide. Please contact us via email or on 08 8110 8108 with any questions.

*Please be aware that this is a voluntary role and as such, the volunteer is not an employee of AIA, and that Amnesty International Australia does not provide volunteers with*

- *Any monetary allowances or remuneration for volunteer roles*
- *Accommodation or accommodation allowances*
- *Any assistance in organising visas or completing visa applications*