



Volunteer Role Description

Position Title:	Urgent Actions Volunteer
Team:	Activism
Location:	Adelaide Action Centre
Manager:	Sandy Johns, Activism Support Coordinator
Hours:	1 day per week (approx 10am-4pm)
Tenure:	Minimum 6 months commencing April 2018
Applications close	9am Monday 19th March 2018

The role of Urgent Actions Coordinator is to deliver Amnesty International's Urgent Actions to the network of supporters in the SA/NT and to support the Activism Support Coordinator in regional administration and activism. The volunteer will gain skills and experience in written campaigns, office administration, and activism support.

Key Responsibilities

- Weekly distribution of online Urgent Actions and offline (postal) actions to supporters;
- Updating and maintaining Urgent Action database;
- Provide administrative support to AI staff, volunteers and activists including: data entry, reception services – email management, answering phones, mail, receipting of donation and membership payments;
- General housekeeping.

Key relationships

Internal

- Activism Support Coordinator
- Community Organiser
- Regional Volunteers/Activists

External

- Visitors to the Action Centre
- Community organisations

Knowledge, skills and experience required

Essential:

- Basic computer skills in Word & Excel
- Strong communications skills – written & verbal
- Understanding of human rights and passion for social change
- Reliability – this role requires a weekly commitment

- Initiative – the successful candidate needs to be able to work unsupervised and be able to develop tactics for promotion of Urgent Action network.

Desirable:

- Activism experience
- Customer Service experience
- Database management experience

Selection Criteria

Please address each point in your cover letter

- 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 1 day per week (on a Tuesday or Thursday) 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 by 9am Monday 20th March 2018 with the subject 'Application for Urgent Actions Coordinator'. If you have previously sent through your volunteer registration form or resume, please note this in your application so that we can update our records.

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

- *Monetary allowances or remuneration for volunteer roles*
- *Accommodation or accommodation allowances*
- *Assistance in organising visas or completing visa applications*