

# MAKE POVERTY HISTORY

## Assistant National Volunteer Coordinator Position Description:

<b>Assistant National Volunteer Coordinator - Position Information</b>	
<b>Job Title</b>	Assistant National Volunteer Coordinator
<b>Time Commitment</b>	Approximately 5 Hours per week
<b>Position reports to</b>	National Volunteer Coordinator
<b>Position Location</b>	Melbourne.
<b>Position Purpose</b>	To assist the National Volunteer Coordinator in implementing the communication and development strategy for the national volunteer pool.
<b>Position Functional relationships</b>	National Volunteer Coordinator, State Volunteer Leaders, volunteer groups, individual volunteers and community groups.
<b>Position Overview</b>	The Assistant National Volunteer Coordinator's role is to support and assist the National Volunteer Coordinator in the areas of administration and communication.
<b>Position Key Objectives</b>	<ul style="list-style-type: none"><li>• To support the National Volunteer Coordinator in the day to day communication with volunteers around Australia</li><li>• To carry out assigned administrative duties in relation to the processing of volunteer data.</li><li>• To action volunteer emails and other communications as directed by the National Volunteer Coordinator</li><li>• To assist in communicating with and the mobilising of volunteers for particular campaigns.</li><li>• To maintain communication with volunteers on social networking sites and other Internet forums related sites.</li><li>• To assist in developing networks and expanding volunteer pool.</li></ul>

<b>Volunteer Requirements</b>	
<b>Qualifications</b>	<p>No formal qualifications are required for this role although excellent organizational skills and communication skills are considered key attributes.</p> <p>You will be well skilled in writing for communication media, are able to follow a directed brief and are able to produce content within tight deadlines.</p> <p>You may be undertaking tertiary study or have had some experience in administration, community events, campaigning, HR or media and communication.</p> <p>Ideally you are a passionate, proactive individual who wants to gain valuable experience in leading and communicating within the</p>

	<p>volunteer sector. You have great computer skills and a sound knowledge of Windows Office programs.</p> <p>You will have a detailed understanding of social networking sites and a broad range of contacts through your own network.</p>
<b>Benefits for You</b>	<p>You will gain valuable professional experience in communication and volunteer management.</p> <p>You will be helping Make Poverty History and its supporters achieve our campaign objectives.</p> <p>You will have valuable training and skill development opportunities.</p> <p>You will gain experience in the not-for profit sector.</p> <p>You will be engaging and networking with people in the sector.</p> <p>You will be contributing at a local level and in a positive way to help solve the issue of global poverty and achieve the Millennium Development Goals.</p>
<b>Further Information</b>	<p>Full training and ongoing support will be provided.</p> <p>For further information about this role contact:</p> <p>Samantha Castro National Volunteer Coordinator scastr@acfid.asn.au</p>