

Position Title: Digital Newsletter Volunteer

University Area: Don Dunstan Foundation (DDF)

Description and purpose of the job:

To assist the DDF in supporting the team to preparing content for our monthly digital newsletters. Tasks will involve researching, and pulling together pre-prepared newsletter content. The applicant will need to be a confident writer, and have excellent communication skills to gather content from DDF staff. This is a great opportunity to help the DDF in our quest to communicate our work in social justice to the community. Your support will assist the Foundation to deliver our broader aim of inspiring action for a fairer world.

Responsibilities:

- Assisting the staff to coordinate content for monthly digital newsletters

Specific duties to be undertaken:

- Support marketing team with gathering content from wider DDF team
- Preparing images and text in Constant Contact (the EDM software)

Qualifications - skills, expertise, experience, knowledge:

- High level written and verbal communication skills
- Experience in creative writing is advantageous
- Great time management/organisational skills and attention to detail
- High level computing skills (Outlook, experience in using various software)
- Experience in using EDM software such as MailChimp, Vision 6, Constant Contact would be advantageous

Training provided:

Training will be provided by the current Newsletter Volunteer (on Wednesdays or Thursdays). DDF staff will be available to answer any questions and provide help when needed.

Personal attributes required:

- A professional manner and the ability to communicate with a variety of people
- Drive and passion to achieve the best in any project

Time frame and/or attendance requirements: 5-10 hours a week for at least six months +. Office hours are Monday - Friday 9.30 am – 5.00 pm.

Location of work: Don Dunstan Foundation, L8, 115 Grenfell St Adelaide.

Travel involved: Personal travel to and from the DDF office in the CBD.

Supervision (to whom do volunteers report): Emilie Soda, Project and Events Coordinator.

Special requirements - police check, health check, drivers' licence: None required.

Benefits to the volunteer: This is an opportunity to get substantial experience in an organisation at the forefront of driving social change, and support vulnerable South Australians. This is a fantastic chance for a committed and passionate individual to learn new skills or fine tune existing ones.

Should this Volunteer position interest you please contact:

Name: Emilie Soda, Project and Events Coordinator, Don Dunstan Foundation

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Web Link details: www.dunstan.org.au