

UNIVERSITY VOLUNTEER PROGRAM

Adelaide Zero Project Web Content Volunteer

Position Title: Adelaide Zero Project Web Content Volunteer

University Area: Don Dunstan Foundation (DDF)

Description and purpose of the job:

To assist with drafting, reviewing and editing content on our website for the Adelaide Zero Project, the collaboration work the Foundation does in the homelessness sector. Setting up web page links and graphics, and improving readability will also be part of the support role. There will also be some administration tasks to help the wider Adelaide Zero Project. Tasks will often be tailored to suit the individual's skills. This is a great opportunity for a tech savvy person to help the Don Dunstan Foundation deliver social justice outcomes.

Responsibilities:

- Supporting the organisation in web and content tasks
- Commitment to regular days in the office

Specific duties to be undertaken:

- Review current online content
- Assist with drafting new content, in line with the DDF Style guide
- Setting up hyperlinks and images
- Some administration assistance

Qualifications - skills, expertise, experience, knowledge:

- High level professional written skills
- Attention to detail
- Understanding of WordPress or similar
- Patience and experience with computers

Training provided:

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
- Patience with systems
- Drive to achieve the best in any project

Time frame and/or attendance requirements: Currently we are looking for web support during business hours, for someone to start in the New Year. We are flexible with days and times, and would like someone for

between 5 - 10 hours a week for at least 3 months +. Office hours are Monday - Friday 9.00 am – 5.00 pm. There is the opportunity to volunteer from home if required but initially would need to be in the office.

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, however a writing sample may be requested.

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