



POSITION DESCRIPTION

Volunteer Social Media
Assistant

ONE GIRL

VA SECONDARY SCHOOL
JSS-3

At One Girl, we believe that *every girl* on the planet
has the right to an education.

No matter where she is born, how much her family earns,
what religion she adheres to or what her culture says,
every girl deserves the opportunity to learn,
grow, and be the best she can be.

We're on a huge mission to change the world,
one girl at a time.

We know *we can't do it* alone – and that's why
we need you!

ONE GIRL

VOLUNTEER SOCIAL MEDIA ASSISTANT

We're looking for a motivated Volunteer Social Media Assistant to join our Communications team! We're looking for someone who loves writing, understands social media channels and audiences, has a flair for current news and all things girls' education, and who isn't afraid to plan big!

This is a wonderful opportunity to join our small and creative Communications team to support our social media outreach and engage with our community! Our new Volunteer Social Media Assistant will be responsible for managing and operating the suite of One Girl Social Media channels including writing posts, creating graphics and keeping an eye out for cool content to share with our fabulous community. You will get to directly contribute to our work with girls and young women, strengthen our social media strategy and work with a team of passionate feminists.

Our dream candidate is someone who loves being creative, has great writing and editing skills, experience with social media communications and a passion for girls' education.

We want someone who isn't afraid to think big and bring fresh ideas to the table about how we could make all of our communications better than ever!

So are you passionate about gender equality and girls' education? Are you a natural a social media comms, love being creative, and have some killer communication skills? We want to hear from you!



WHAT'S IN IT FOR YOU?

You'll get to contribute your ideas and insights towards our social media strategy

You'll be responsible for representing the One Girl brand on our social media channels and for helping us to reach even more people with creative communications about our work.

You'll get to work directly with our Communications team and indirectly with the rest of our incredibly committed, fun, and inspiring team in Melbourne and Sierra Leone

You'll get to develop new skills, meet new people, and form new professional relationships within the non-profit, international development sector. We will work with you to refer and connect you to your dream role, with us or another suitable organisation.

Besides all this, we're a pretty amazing organisation to work for. We're inclusive, positive, supportive, creative, energetic, and unapologetically feminist. Most people who join us never want to leave. Seriously.

RESPONSIBILITIES

Plan, write, edit, and schedule social media posts across all channels in line with our child safeguarding policies, and to grow our reach and engage our online community.

Look out for, curate and share relevant, engaging third-party content that relates to our work, aligns with our values and furthers our mission. Reshare content from our Ambassadors, Business Partners and other stakeholders.

Plan, create and schedule relevant graphics, video and other multimedia content to go with social media text posts for maximum reach and engagement.

Support with monitoring comments and engagement and work with the Comms Director to develop appropriate responses where necessary.

Be open to learning and feedback, working with our team in a collaborative and constructive way to best represent our work on social media.

QUALIFICATIONS & SKILLS

Our dream candidate is someone who is highly motivated, passionate about girls' education and has the following skills:

You get social media. Maybe it's been your area of study or you're a social media star in your spare time. You feel confident assessing what sorts of messaging works well on Facebook versus LinkedIn, and you've got a good idea of how to engage different audiences on the different social media channels.

You love writing! You get a kick out of writing captivating, engaging, and clear social media captions and posts.

You pick up tech and tools quickly and can use them with ease and confidence to create stunning, engaging graphics and multimedia elements.

You've got fantastic organisational skills, a high level of professionalism and excellent time management skills. **You actively demonstrate One Girl's values** and you demonstrate compliance with all legislation and One Girl's policies and procedures.

You have a keen eye for detail. You're not a perfectionist but appreciate things being done in the best way possible. You have the ability to spot key areas for improvement as well as areas of significant potential.

TIME COMMITMENT

This volunteer role requires a minimum of 2 days a week, working from home initially with the option to meet at and work from the One Girl Office at the Abbotsford Convent on an as needed basis. You will need to show a Covid-19 vaccination certificate to be allowed into the Convent.

We can work with you to find a day and time that suits. Ideally, you'll begin ASAP and be able to commit for three months – although there may be an opportunity to stay on longer to join the restructured One Girl Communications team.

Please note, this is a volunteer position and all One Girl volunteers must complete a police check and (volunteer) working with children's check.

Sound like the perfect role for you?

Please send through your CV and a 1-page Cover Letter letting us know how your skills and experience make you the volunteer Social Media Assistant of our dreams to **Emma Killeen, HR & Operations Manager at ek@onegirl.org.au**.

Make sure to include Volunteer Social Media Assistant in the subject line. We'll be reviewing applications as they come through, so make sure you get yours in ASAP!

We can't wait to hear from you!

For more information about the volunteer position, please contact Anjali Nambissan, Communications & Advocacy Director at an@onegirl.org.au or call 0432 983 095 (Mon-Thurs, 8am-4pm)

One Girl is a child safe organisation, so to be accepted for this role you must be willing to have a Working With Children's Check and sign our Child Safeguarding Code of Conduct.

ONE GIRL

