



POSITION DESCRIPTION

One Girl is looking for a Volunteer
Ambassador Coordinator.
Could it be you?

ONE GIRL

VOLUNTEER AMBASSADOR COORDINATOR

We're looking for a passionate Volunteer Ambassador Coordinator to help us run our Ambassador Program for 2019! Do you love being organised and consider yourself a leader and go-getter? This could be the perfect role for you!

Every year our Ambassador Program recruits and trains motivated change-makers across Australia to become our champion fundraisers during our annual Do It In A Dress campaign! It's up to our Ambassadors to spread the word about our work and to advocate for the 130 million girls around the globe who don't have access to education.

Working closely with our Community Engagement Manager, Bec, our new Ambassador Coordinator will have the opportunity to take on a range of responsibilities from helping to recruit our Ambassadors, to providing them with fundraising support, giving much-needed TLC to admin tasks, liaising with external stakeholders and contributing to the strategy of the overall program!

Our dream candidate is someone who loves being creative, loves organisation, has great communication skills and a passion for girls' education. And of course, someone who can actively demonstrate our values and be willing to adhere to our ways of working.

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





WHAT'S IN IT FOR YOU?

- You'll get to lead and work alongside a nation-wide team of go-getters who are passionate about girls' education.
- You'll get to gain valuable experience in using supporter database (CRM) software, and knowledge in best practice fundraising and community and volunteer management in an international development and fundraising context.
- You'll get to develop new skills, meet new people, and form new professional relationships within the not-for-profit sector. Besides all this, we're a pretty amazing organisation to work for. Most people who join us never want to leave. Seriously.

RESPONSIBILITIES

- Provide our Ambassador Program with administrative and logistics support, and assist our Community Engagement Manager with ad-hoc administrative and data management tasks, including using our Salesforce CRM to track performance.
- Provide fundraising training and support to our Ambassadors via phone, email, and social media.
- Source venues, catering, and resources for our 2019 Ambassador workshops that run throughout July and August.
- There are also opportunities to assist with content creation, including writing blog posts or press releases, and curating stories and photos of our Ambassadors throughout the campaign.

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



YOUR VALUES AND COMPETENCIES

You're willing to learn.

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

You're a great communicator.

You love engaging with people from all ages and all walks of life. It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills mean everyone knows exactly what you're talking about.

You've got initiative.

You get that things move fast and you're not fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done. You are a positive person who lifts people up.

You're a creative thinker.

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

You're a juggler.

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when under the pump.

EXPERIENCE AND SKILLS

Our dream candidate is someone who is highly motivated and has the following skills:

1. You've got fantastic organisational skills, a high level of professionalism, and excellent time management.
2. You have experience in project management and you're able to liaise with lots of different people across multiple areas.
3. You're self-motivated and organised. You're not afraid to pick up the phone and make things happen! You understand things don't always run smoothly and you can roll with the punches to get things done.

TIME COMMITMENT

This volunteer role requires a minimum of 8-10 hours a week (including responding to emails throughout the week), with at least one day a week in the One Girl Office at Abbotsford Convent.

We can work with you to find a day and time that suits. Ideally, you'll begin by mid-May and be able to commit for six months – although there may be an opportunity to stay on longer to work across a range of different One Girl projects. Please note, this is a volunteer position.

SOUND LIKE THE PERFECT ROLE FOR YOU?

Please send through your CV and a Cover Letter letting us know why you're the Volunteer Ambassador Coordinator of our dreams to **volunteering@onegirl.org.au**.

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

We can't wait to hear from you!



All Photos: Olivia Acland/One Girl