



POSITION DESCRIPTION

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

ONE GIRL

VOLUNTEER MEDIA COORDINATOR

We're looking for a motivated Volunteer Media Coordinator to join our Communications team! We're looking for someone who loves writing, has a flare for current news and media, who appreciates many forms of communication, and thrives in developing relationships!

This is a wonderful opportunity to join our small and creative Communications team to help us with all upcoming media activities and opportunities! Our new Volunteer Media Coordinator will be responsible for managing the One Girl Media inbox by responding to media requests and actively seeking opportunities for us to spread the word about the importance of girls' education.

The Media Coordinator will also play a key role in supporting the whole team leading up to and during our annual Do It In A Dress campaign!

Plus, there'll be plenty of opportunities for our new Media Coordinator to exercise their creative writing talents with blog writing, social media posts, media releases, and plenty of other creative communications pieces!

Our dream candidate is someone who loves being creative, has writing and editing experience, has great communication skills, and a passion for girls' education. And of course, someone who can actively demonstrate our values and be willing to abide by 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 all of our communications better than ever!





WHAT'S IN IT FOR YOU?

- You'll be responsible for working collaboratively to create a media strategy for 2019!
- You'll be responsible for representing the One Girl brand and to help us reach even more Australians with creative communications about our work.
- You'll get to work directly with our CEO, Communications team, and indirectly with the rest of our incredibly committed, fun, and inspiring team!
- 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

- Contacting media with proposals for possible interviews and stories of our work, our CEO or of Do It In A Dress participants.
- Maintain and update a media contact list based on the interests of our community.
- Assist the Communications team with content curation and collection from One Girl fundraisers across social media.
- Write and edit press releases and other communications pieces for a variety of activities.

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 get media. Maybe it's been your area of study or you're an avid consumer of media – you understand a good hook! You feel confident assessing what sorts of media outlets would be appropriate for us to approach and you've got an idea of how you'd do that.
2. You've got fantastic organisational skills, a keen eye for detail, a high level of professionalism, and excellent time management.
3. You get a kick out of making your writing as captivating, engaging, and clear as possible. You're an amazing verbal communicator – and you're not afraid to pick up the phone and pitch an incredible story! People understand you clearly and you are able to get your message across in a simple, concise and clear manner.
4. You're a digital native, and roaming social media for good stories and interesting links on platforms including Facebook, Instagram and Twitter are second nature to you.

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.

SOUND LIKE THE PERFECT ROLE FOR YOU?

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

Make sure to include Volunteer Media Coordinator in the subject line. 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