



Skilled Digital Marketer

Name of organisation:	Women's Federation for World Peace, Australia (WFWP)
Address:	42-46 Bartley Rd., Belgrave Heights, Vic. 3160
Municipality:	Yarra Ranges
Email:	contact@wfwpaustralia.org
Phone:	03 5968 2664

Contact for this role:	Anne Bellavance
Position in organisation:	President
Where would you like expressions of interest/referrals to be directed to?	Email: anne@wfwpaustralia.org
	Phone:

Volunteer job title:	Skilled Digital Marketer
Venue/ address of activity:	At home / zoom / meeting venues

Number of volunteers needed:	1-2
Role description:	<p>Are you a young professional / student / who is looking for experience in the field and willing to commit more long term, or a recently retired professional who is ready to give back to the community and ready to commit more long term?</p> <p>We are seeking a skilled digital marketer who is pro-active and ready to help develop the WFWP Australia's digital platforms: websites, posters, brochures, online newsletter etc. by creating engaging platforms for our audiences.</p>
Qualification/skills required:	<p>Organised, friendly, a good listener, confident, enthusiastic, wanting to help and volunteer, ready for a challenge, good communication skills, and has initiative.</p> <p>Beneficial skills would be outreach and communication.</p>
Other requirements:	<p>This person needs to live in or around Melbourne, or able to work remotely.</p> <p>Skilled using IT software, savvy with social media. The person needs to be confident using graphic design software such as Word, Excel, Access, InDesign, or Photoshop etc. Please contact us for more information.</p>
Volunteer duties:	<p>Duties will include developing marketing and communication resources, marketing materials, online Newsletter, Annual Report, assist with Facebook and the development of websites, posters, brochures etc.</p> <p>You will be supporting the Chapters of WFWP Oceania in branding and communications and will be working directly with the amazing women in the VIC, NSW and QLD Chapters in Australia, and our Chapters within the Pacific Islands.</p>
Age range: (If required for insurance purposes)	18+
Additional Information	<p>Volunteers are very welcome to become registered members of WFWP & be a part of WFWP International. We are unable to give monetary remuneration, as we are all volunteers, and our funding comes from donations.</p> <p>However, if the volunteer is 55+, they can apply through Centrelink for WFWP Voluntary Work. Just ask us for more information.</p>

Requirements (please tick all that are relevant)	
Driving licence/Type? - Yes	Working with children's check - Yes
Heaving lifting - No	Medical check – COVID Vaccinations
National police check - No	Traffic check - No

Commitment: (please tick)	
One-off – an event - No	Regular – less than 6 months - No
Regular – more than 6 months - Yes	One-off – a few hours - No
Time/ days required for this role:	

This role is suitable for: (please tick all that are relevant)		
Centrelink Volunteers - Yes	Families with children – N/A	Work experience - Yes

Groups of 10 or more - No	Online and remote volunteers - Yes	Travelling volunteers – N/A
People learning English - No	People with disability - Yes	Younger volunteers (14-18) - No
Skilled volunteers - Yes	Wheelchair access - Yes	Other: IT skills