

## COMMUNICATIONS VOLUNTEER

Environmental Justice Australia is looking for a Communications volunteer to contribute to our team of lawyers, campaigners and specialists fighting for justice for our air, water, wildlife and the places we love. We're looking for an enthusiastic and skilled communications volunteer who can help us build our public presence in the media and on social media, grow and engage our supporter list with dynamic content, and keep our communications responsive, relevant and up to date.

### About us

Environmental Justice Australia is the environment's legal team. We use our technical expertise and practical understanding of the legal system to protect nature and defend the rights of communities to a healthy environment. We are a not-for-profit legal practice. We are lawyers and legal advisers to environment and community groups, providing strategic and legal advice to support campaigns for positive social change. We are donor-funded, supporter-driven, independent of government and reliant on the backing of the community.

### The role

Working with the Communications Director, your responsibilities will include:

- Assisting with the production, editing and coordinating of communications content
- Producing content on EJA's website and keeping the website up to date
- Contributing to social media coordination and content
- Monitoring the media and tracking mentions of EJA and our key focus areas
- Maintenance of the media contact database
- Moderating engagement from our community (responding to comments on Facebook etc.)
- Assisting with the management of EJA's database
- Other duties as assigned

### Required skills

- Appropriate qualification, working towards a qualification, or work experience in Media, Comms or Marketing.
- Demonstrated experience producing content for social media, websites, supporter engagement and other communications.
- Excellent written and verbal communication skills
- Experience with Wordpress web platform or similar.
- Experience working with an email platform like Mailchimp or similar.
- Demonstrated experience working with social media
- Intermediate to advanced computer skills including experience in Microsoft Word and Excel
- Demonstrated accuracy and attention to detail
- Ability to work independently and show initiative
- Exhibits energy and enthusiasm and an interest in working in the non-profit sector

### Desired additional skills

- Experience utilising CRM (database) systems

### Time commitment

8 hours per week, either one full day or 4 hours for 2 days a week

### How to apply

Send a cover letter, addressing the required skills, and CV to Livia Cullen [livia.cullen@envirojustice.org.au](mailto:livia.cullen@envirojustice.org.au)