

Community Connections Coordinator - Volunteer

Gould League are looking for a part-time volunteer to help identify and liaise with stakeholders e.g., local government agencies, Schools, Early Childhood Learning Centres, and community groups to promote our programs and services. Additionally, you will identify marketing techniques we can implement that will strengthen recognition of our services and programs as part of our marketing strategy. The role requires between 4 - 8 hours week which can be done in one day or split over two days. The work will be based mostly at our Cheltenham office, but some work may be able to be done from home.

ABOUT GOULD LEAGUE

Gould League www.gould.org.au is an independent not-for-profit organisation celebrating over 100 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

- Identifying and connecting with all stakeholders.
- Activating our marketing strategy to enhance current bookings as well as raise awareness of new programs and events.
- Online search and communication with potential stakeholders.
- Identify gaps where we can broaden our reach.
- This role will mostly be online but will require some travel to either of the Gould's excursion sites to gain a deeper understanding of what we offer. Our sites are at Cheltenham, Ricketts Point, and Toolangi.
- 8 hours a week but hours may vary, preferred commitment more than 6 months.

YOU WILL NEED TO HAVE

- A passion for sustainability and education for sustainability.
- An ability to work independently and as a team, either remotely or face to face.
- A warm and enthusiastic personality and open communication skills. • Access to a computer and relevant programs.
- Experience in working with community groups and/ or not for profit.
- Experience with stakeholder communications and management.
- Experience in marketing techniques including social media and email campaigns.
- Experience in using online resources such as Canva, Mail Chimp, Facebook, Instagram, as well as Microsoft Office and Outlook.
- A current Working with Children's Check or VIT as Working with Children's Check as our Sustainability Centre hosts excursions with school children.
- Would suit retired marketing or PR professional or student seeking relevant experience.
- 6 - 8 hours a week to offer. This can be done in one day or split over two days. Minimum commitment of 6 months, but preferably 12 months.

HOW TO APPLY FOR THIS ROLE

Please forward your cover letter (explaining how you fit with Gould League's desired attributes/skills as outlined above) and your resume with at least 2 references to gould@gould.org.au using the subject line: APPLICATION Gould League Community Connections Coordinator.

For more information phone Greta on 0431 107 389 or contact bookings@gould.org.au Please note references may be contacted upon receipt of the application. Only shortlisted candidates will be contacted.