

Gould League Market and Stalls Coordinator – Volunteer Role

Job description

- Commencing late 2024 early 2025
- Part-time Volunteer Position
- Based mostly online with some requirements to be on-site
- Create a list of markets and special events
- Applying for market stalls at markets and special events.
- Identifying opportunities for greater engagement – speaking or running workshop at Environmental Events ie Sustainability Festivals.

ABOUT THE GOULD LEAGUE

The Gould League 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

Gould League are well known for its environmental posters, books and badges. We are looking to expand our profile and grow our revenue streams by selling them at market stalls and special events. We are thus looking for a part-time volunteer to:

- Identify and connect with market stall operators in Greater Melbourne area. *Consideration will be given to large events in country locations across Victoria as GL is well known across the state.*
- Identify and connect with special event operators (these may be council or public event organisers). *Gould League will provide contacts of council or other stakeholders we feel can assist in the role.*
- Help manage stock levels for sellers (who also work as Environmental Educators for Gould League).
- Present ideas to improve displays/systems to manage stock and rosters.
- Present ideas for new items to be sold.
- Establish risk assessment for market stalls along with operators.
- Establish Operations Manual for Sellers, so they know exactly what is required for the various markets.
- Co-ordinate stock levels and or request orders via online Bookshop Manager / General Manager.
- This role will mostly be online but will require some travel to our offices at our Cheltenham Sustainability Education Centre.
- 4-8 hours a week. Once we are embedded into markets, hours can be reduced. Can be flexible with days and hours.
- Minimum commitment 6 months - 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/software.
- 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, and proof of full Vaccination for times when on any of our education sites.

How to apply for this role: Please forward your cover letter (explaining how you fit with GL desired attributes/skills as outlined above) and your resume and contacts details of 2 parties we can contact to obtain a reference to gould@gould.org.au using the subject line: **APPLICATION Gould League Market and Stalls Coordinator – Volunteer Role**

For more information phone **(03) 9585 7860 / 0431 107 389** or contact bookings@gould.org.au