



Gould League Membership Newsletter Coordinator (Volunteer)

Help Inspire a More Sustainable Future

Flexible Volunteer Role | Mostly Remote | Victoria

Are you a talented communicator, writer, teacher, marketer or community-minded professional looking to make a positive difference? Join the Gould League and help engage and inspire thousands of people who care about the environment and sustainability.

As our **Membership Newsletter Coordinator**, you will play an important role in connecting members with environmental news, educational resources, events, practical sustainability tips, and the impact of Gould League's work. Your storytelling and communication skills will help strengthen one of Australia's longest-running environmental education organisations and keep our community engaged in creating a more sustainable future.

About Gould League

For more than 100 years, Gould League has been a trusted leader in environmental and sustainability education. As an independent not-for-profit organisation, we help people of all ages connect with nature, understand environmental challenges, and take practical action for a more sustainable future.

Through school programs, community initiatives, citizen science projects, and environmental education centres at Cheltenham, Ricketts Point and Toolangi, we inspire thousands of Victorians every year to care for the natural world.

About the Role

This rewarding volunteer role is responsible for creating and coordinating communications for Gould League members. Working closely with staff and volunteers, you will help develop engaging newsletters and member content that celebrates environmental action, promotes upcoming opportunities, and shares the impact of our work.

Key Responsibilities

- Produce and coordinate quarterly membership newsletters.
- Gather stories, program updates, event information and member news from across Gould League.
- Create engaging content tailored to different membership groups:
 - Kids Club Members

- Families (Nest of Supporters)
 - Guardians
 - Teachers
 - Corporate Members and Donors
 - The bulk of the information remains the same, but tailored to the specific audience
 - Maintain and update membership mailing lists and databases.
 - Coordinate newsletter distribution through email platforms such as MailerLite.
 - Archive newsletters and member communications.
 - Work with staff and volunteers to identify content and opportunities for promotion.
 - Collaborate with our Social Media Coordinator to increase engagement with each newsletter edition.
 - Research and promote key environmental dates, events and campaigns such as National Recycling Week, Sustainability Festivals, citizen science activities, biodiversity events and Indigenous seasonal calendars.
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Why Volunteer With Us?

This role offers an opportunity to:

- ✓ Use your communication, writing or marketing skills for a meaningful cause.
 - ✓ Help connect people with environmental education and positive sustainability actions.
 - ✓ Gain experience in member communications, email marketing and not-for-profit engagement.
 - ✓ Work flexibly from home while staying connected to a passionate and supportive team.
 - ✓ Build your professional portfolio through published content and community engagement.
 - ✓ Visit unique environmental education sites and learn about nature-based education programs.
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Time Commitment

- Approximately **4 hours per week** on average (**with peaks around newsletter production**)
 - Flexible scheduling across multiple days.
 - Mostly remote with occasional visits to Gould League sites at Cheltenham, Ricketts Point or Toolangi.
 - We are seeking volunteers who can commit to the role for a **minimum of 12 months**.
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This Role Would Suit

- Retired teachers or educators
 - Writers, journalists or editors
 - Marketing and communications professionals
 - Public relations professionals
 - Environmental advocates
 - University students seeking practical experience
 - Anyone with strong communication skills and a passion for sustainability
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Skills and Experience

Essential

- Excellent written and verbal communication skills.
- Strong attention to detail and organisational skills.
- Ability to work independently and collaboratively.
- Passion for environmental education and sustainability.
- Access to a computer and reliable internet connection.
- A current Working with Children Check (or willingness to obtain one).

Desirable

- Experience producing newsletters, blogs, community communications or educational materials.
- Familiarity with Canva, MailerLite, Microsoft Office and Outlook.
- Experience working with schools, community groups or not-for-profit organisations.
- Experience managing databases or membership records.
- Experience digitising or organising resources and documents.

Make a Difference

By volunteering as Gould League's Membership Newsletter Coordinator, you will help strengthen connections with members, celebrate positive environmental action, and support one of Australia's most respected environmental education organisations.

Your words can inspire thousands of people to learn about, care for and protect our environment.

How to Apply

Please send your:/

- **Cover letter** (addressing the desired attributes/skills listed in the role description)
- **Resume**
- **Two referee contact details**

to gould@gould.org.au with the subject line: **APPLICATION : *Position Title***