



## Australian Pro Bono Centre – Communications Volunteer

An exciting opportunity has arisen for a highly motivated and self-driven individual with strong technical and interpersonal skills to volunteer at the Australian Pro Bono Centre. This position would ideally suit a tech-savvy communications and law student who relishes a diverse set of responsibilities and works well independently.

Working closely with the Operations and Communications Officer, the volunteer will assist with both internal and external communications of the Centre. Volunteers will receive first-hand experience executing an external communications strategy for a not-for-profit, with opportunity for creative input into the Centre's social media content. Volunteers will also gain practical experience working remotely with exposure to various cloud-based programs.

### About the Centre

The Australian Pro Bono Centre is Australia's **centre of leadership for pro bono legal services**. We are a not-for-profit working across the legal profession nationally to grow participation and excellence in pro bono work. We are a fast-paced, dynamic and collegiate environment working with a wide range of stakeholders across the legal profession.

As the team continues to work remotely, applicants from across Australia will be considered.

For more information about the work of the Centre, see [probonocentre.org.au](http://probonocentre.org.au).

### Job Description

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| Hours:        | 1-2 days a week, which can be spread flexibly across 4-5 days per week around study or other commitments.               |
| Salary:       | This is an unpaid volunteer position.   |
| Location:     | Since the Centre team is continuing to work largely remotely, candidates from across Australia are encouraged to apply. |
| Closing date: | COB, <b>22 April 2022</b>   |

### Key Responsibilities

- assist to manage and publish the Centre's key publications
- manage content and development of the Centre's two websites (both hosted on Wordpress)
- assist with the development of the Centre's social media presence, including creating posts and tracking statistics
- develop and streamline internal communications and operations using various software, including Microsoft Teams and Confluence
- create and post static, video or audio content for the Centre's communications platforms.

## **Selection Criteria**

The successful candidate will demonstrate:

1. a willingness to learn new software and be comfortable with a range of technology;
2. proficiency in the Microsoft Office suite is essential. Experience in WordPress, Confluence, Sharepoint or other cloud-based file sharing software, Canva, Photoshop or other design software is not essential but highly regarded;
3. completing or completed a Bachelor's degree or higher tertiary qualification, ideally a double degree in Communications and Law;
4. experienced or comfortable with remote working, with excellent communication skills, both written and verbal;
5. a can-do attitude, desire to problem-solve and willingness to pitch in and help with a wide range of tasks, big and small.

An understanding of the Australian legal and access-to-justice sectors, and an understanding of the provision of services to low income and/or disadvantaged individuals and community organisations would be a significant advantage.

## **Applications**

Applications should include a curriculum vitae and a cover letter addressing the selection criteria (1 page). The Centre welcomes all applications including those who may not meet all the selection criteria. For a confidential discussion about the position, please contact the Centre's Operations and Communications Officer, Gloria Deng, at [gloria@probonocentre.org.au](mailto:gloria@probonocentre.org.au).

The Centre values and welcomes staff from a diversity of backgrounds and with a broad range of experience. First Nations people, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, people living with a disability, and people who have caring responsibilities are strongly encouraged to apply.

Please submit applications by email to the Centre's Operations and Communications Officer, Gloria Deng, at [gloria@probonocentre.org.au](mailto:gloria@probonocentre.org.au) by close of business on **22 April 2022**. Enquiries about the position should also be addressed to [gloria@probonocentre.org.au](mailto:gloria@probonocentre.org.au).