



Refugee Council
of Australia

POSITION DESCRIPTION








VOLUNTEER MEDIA AND COMMUNICATIONS ASSISTANT – SYDNEY

About the Refugee Council of Australia

The Refugee Council of Australia (RCOA) is the national umbrella body for organisations and individuals working with and for refugees and asylum seekers. Formed in 1981, RCOA advocates for flexible, humane and practical policies towards refugees, asylum seekers and displaced persons, within Australia and internationally. It does this through, national and international research, policy analysis, political advocacy, training and community education. RCOA is a non-profit organisation with tax-deductible charity status and is funded through public donations, fees from its organisational and individual members, by foundations and through project work. For more information about RCOA, visit www.refugeecouncil.org.au

Role information

The Media and Communications Assistant role involves supporting RCOA's Communications Manager and Information and Membership Officer in managing RCOA's relationship with the media. This will include providing assistance with:

-  Developing RCOA's media policy and strategy.
-  Monitoring and analysing media coverage of refugee issues.
-  Refining RCOA's media contact database.
-  Exploring opportunities for promoting positive messages about refugees through the media.
-  Preparing and disseminating media releases, briefing materials and other publications.
-  General administrative tasks required to keep the office functioning well, including answering phones, dealing with enquiries, clearing email, filing, handling mail and helping to keep the office tidy.
-  Other tasks as required to complete urgent projects.

We are seeking an applicant with strong research, analytical and communication skills who has experience in journalism and/or media practice and an interest in refugee issues. Applicants with relevant tertiary qualifications are favoured.

How to apply

To lodge an expression of interest, please send us a current CV with a brief letter outlining why you are interested in the position, the skills you can offer and your prospective availability and time commitment. We are flexible with scheduling but are ideally seeking a candidate who can commit to at least one to two full days per week or equivalent, for at least 6-8 weeks.

Please forward the letter and CV to the Information and Membership Officer, Refugee Council of Australia at admin@refugeecouncil.org.au

For more information about the position, please contact Lucy Morgan on (02) 9211 9333.