



Refugee Council of Australia

Volunteer Position Description -- Media & Communications Assistant

The Refugee Council of Australia (RCOA), the independent national community voice on refugee issues, is seeking a Media & Communications Assistant on a volunteer basis, to join its team fighting for justice, fairness and equity in Australia's treatment of people seeking asylum and refugees.

This role is Melbourne based, 1 day per week, for a **minimum commitment of 6 months**.

Role Overview

The Communications team at RCOA is a small but dynamic team working on communications and campaigns across the refugee rights movement. It is focused on coordination of joint campaigns across the movement.

The role will support staff in either our Melbourne or Sydney offices to plan and implement our media and communications work in these campaigns.

Roles & Responsibilities

The Media & Communications Assistant will work with RCOA's Campaign Coordinators, Director of Communications and other relevant staff to do some of the following activities:

- Compile monthly bulletins
- Compile monthly staff internal bulletins
- Create and edit digital content
- Other media & communications work as required

Key Skills

- Experience working on media and communications in social or environmental justice
- Content writing and editing skills
- Willingness to work in a team and independently
- Demonstrated commitment to social justice and human rights
- Experience in media and public relations
- People with lived experience seeking asylum or as a refugee are highly encouraged to apply

What we will offer

As part of this role the Refugee Council can offer you the following benefits:

- Ongoing training and development around campaign strategy, digital organising and community organising
- Feedback on professional development can be arranged
- Experience working with a peak body in a highly dynamic space
- Working to build a powerful movement for change

To apply please fill out the following form: <https://airtable.com/shrOIXFipzshKitYZ> and contact Laura.Stacey@refugeecouncil.org if you have any questions.

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