

## Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

ABN 9727 452 3597

**Web:** [www.sustainableneighbourhoods.org.au](http://www.sustainableneighbourhoods.org.au)

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## Social media volunteer – Position Description

*Are you a social media wiz? Gain some real world experience!*

*Join the Sustainable Neighbourhoods team and use your digital communication skills to foster a more sustainable Lake Macquarie.*

*Learn more about applying marketing strategies, and develop your practical skills.*

### Sustainable Neighbourhoods

Sustainable Neighbourhoods empowers the community to act on local sustainability issues. We are a network of active, skilled and supported citizens who create a range of local projects and events that protect the natural environment, reduce our ecological footprint, and increase community wellbeing.

#### **Our vision**

Neighbourhoods that are empowered to live sustainably

#### **Our mission**

Our work is to foster sustainable neighbourhoods and a healthy environment in Lake Macquarie.

#### **Our values**

We are guided by our values of:

- participation
- inclusion
- collaboration
- empowerment
- shared responsibility

## Social Media Volunteer Role

<b>Volunteer role</b>	Social Media Volunteer
<b>Purpose</b>	<p>Manage the day to day operation of the Sustainable Neighbourhood Alliance’s social media presence.</p> <p>Contribute to the Sustainable Neighbourhoods social media objectives:</p> <ul style="list-style-type: none"> <li>• Promote Sustainable Neighbourhoods, including local groups, the Alliance and the network as a whole.</li> <li>• Promote and celebrate the events, projects and achievements of Sustainable Neighbourhoods.</li> <li>• Increase the reach and impact of Sustainable Neighbourhood messages.</li> <li>• Attract more participation in Sustainable Neighbourhood activities.</li> </ul>
<b>Supervision and support</b>	The Social Media Volunteer will be supervised and supported by the Alliance Secretariat.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, source, verify and create high quality social media content in collaboration with the Alliance Secretariat.</li> <li>• Liaise with local Sustainable Neighbourhood volunteers to promote their upcoming events and achievements.</li> <li>• Schedule and post content.</li> <li>• Adhere to the protocols in the Sustainable Neighbourhoods <a href="#">Website and Social Media Policy</a>.</li> <li>• Adhere to all Sustainable Neighbourhood policy and procedures, for example, regarding Governance, Health and Safety, Child protection; and Privacy.</li> </ul>
<b>Suitable for</b>	<ul style="list-style-type: none"> <li>• University student studying Marketing, media and communications; Environmental Management and Sustainability; Business; or Community Services for example</li> <li>• Volunteer with social media skills seeking a flexible way to contribute</li> </ul>
<b>Commitment</b>	We are seeking a volunteer who can commit to the role for at least 3 months.
<b>Time required</b>	Estimate about 3-6 hours per week, but can vary according to volunteer availability.
<b>Location and equipment</b>	Work from home. The social media volunteer will need to have access to their own internet connection and suitable device to

	<p>access email, phone and various social media platforms as required.</p> <p>Occasional face to face meetings may also be required.</p>
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