

Volunteer position description

Events & administration assistant — RAP and Liberty Victoria

Description

Liberty Victoria is one of Australia's leading human right organisations. RAP is a community of young lawyers and activists within Liberty Victoria. Together, we provide independent analysis of new laws and proactively campaign for better human rights outcomes. Our work is strategic, creative and rigorous.

A key part of what we do is engaging the community with our work through events, and we are seeking a volunteer to assist us with this and other work.

Role

This is a voluntary position. It will involve around 1-2 hours of work per week, most of which will be done remotely. There will be busier times (in weeks with events, for example) but the role is very flexible and could be fit around assignment and exam timetables, or a full time job.

There is no required criteria, except for a commitment to our values and work. Knowledge of events management and social media are desirable, as is an interest in human rights law, policy and advocacy. Mostly, we want someone who is passionate about the work we do and able to take initiative and work autonomously. The role would be particularly well suited to a student or someone wanting to make a difference outside their regular work hours.

The role reports to the chair of RAP and Vice President of Liberty Victoria.

Objectives

- Assist Liberty Victoria and RAP to engage new and diverse communities in their work; and
- Effectively convey our messages through dynamic and interesting events

Responsibilities

- Research venues, speakers and new event concepts;
- Promote events via social media and other communication channels; and
- Other administration as required.

Applications

Send a copy of your CV and a short cover letter to rap@libertyvictoria.org.au by 5pm on Friday 30 June 2017. We value diversity and encourage people with diverse backgrounds and life experience to apply.