

Alumni Coordinator

Country to Canberra is seeking expressions of interest for a motivated individual to develop, lead and maintain the Country to Canberra Alumni Network.

The Alumni Network consists of past winners of Country to Canberra's annual Leadership Competition and Power Trip, as well as members of our Blogger Team.

As the Alumni Coordinator, you will be passionate about women's empowerment and rural affairs. You'll love mentoring a group of young women, and will be passionate about capability development. You will also be eager to expand your managerial experience, and will be happy to make time to engage with young women on their development needs.

You will report to the CEO of Country to Canberra, with input from the Volunteering Director.

As this position operates online, there are no location requirements; people living in regional, rural and remote Australia are encouraged to apply.

Responsibilities

The Alumni Coordinator will be required to:

- develop and maintain the Country to Canberra Alumni database (Microsoft Excel);
- devise and implement strategies to keep Alumni involved/engaged with Country to Canberra;
- frequently post opportunities to alumni in the Country to Canberra Alumni Facebook Group e.g. about scholarships or grants;
- encourage discourse between Alumni in the Facebook group to try and keep young women engaged with Country to Canberra;
- engage alumni in Country to Canberra events e.g. fundraisers or Project Empower.

The anticipated time commitment for this role is **2-4** hours per week. In addition, the Country to Canberra team holds meetings every 6 weeks, which the Alumni Director is expected to join to provide an update (this can be over Skype/telephone).

Requirements

- a current working with vulnerable people card/check (valid in your state/territory);
- internet access.

Please note: as a not-for-profit organisation, Country to Canberra engages volunteers with the understanding that they will not be paid for their involvement, nor reimbursed for costs associated with undertaking this role (e.g. internet access).

Country to Canberra provides volunteers with the opportunity to develop practical skills and experience, and the potential to expand their professional network.

Applications

Please submit the following documents via email to volunteer@countrytocanberra.com.au

- CV
- a short statement (400 words max.) demonstrating how you are capable of fulfilling the responsibilities of this role
- a copy of your Working With Vulnerable People Card (or equivalent).

Applications close 11.30pm, Wednesday 7 February 2018.