

EXPRESSIONS OF INTEREST – WEBSITE PUBLISHER

Are you passionate about gender equality and supporting young rural women? Do you want to support an amazing team of volunteers deliver programs that empower young women across the nation? If so, Country to Canberra would love to hear from you!

Programs Volunteer: Power Trip

Country to Canberra is seeking expressions of interest for a motivated individual with an interest in joining our wonderful team to assist with the running and maintenance of our website. Experience with WordPress and website publishing is preferred but not necessary as training will be provided. All we require is confidence in using technology and a willingness to learn! As an organisation volunteer, this role requires someone who is flexible, is keen to take on new tasks, is a self-starter, and supports young women's leadership.

Volunteers at Country to Canberra may also be given the opportunities to participate in other activities across the organisation such as the Power Trip, depending on availability and preference. This opportunity is not solely limited to people living in Canberra. People from rural and remote Australia are strongly encouraged to apply.

Responsibilities

The Website Publisher Volunteer will be required to:

- Perform regular maintenance to the Country to Canberra website alongside frequently publishing updates.
- Liaise with various volunteers within the Country to Canberra team to coordinate the publishing of new information to the website
- Working cohesively and collaboratively with a small team of volunteers.
- Participate in Country to Canberra Committee meetings, and other meetings as required (this may be face-to-face or teleconference/videoconference, depending on your location).
- Complete any other tasks required that support the running of Country to Canberra on an ad hoc basis.

The anticipated time commitment for this role is **approximately 1-2** hours per week.

Requirements

- A current Working with Vulnerable People card/check (valid in your state/territory);
- Over 18 years of age;
- Internet access.

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

As a not-for-profit organisation, Country to Canberra engages volunteers with the understanding that they will not be paid for their involvement or reimbursed for costs associated with undertaking this role (e.g. internet access).

It is a requirement that all Country to Canberra volunteers possess a current check for Working with Vulnerable People (or equivalent).

Applications

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

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

If you have any questions or would like further information, please do not hesitate to email: ellecha@countrytocanberra.com.au

Applications close **11.59pm 10th February 2021**