



VOLUNTEER POSITION DESCRIPTION

Marketing and Administration Volunteer

Overview of Organisation: The Chase and Tyler Foundation (CTF) is an independent charitable organisation working to prevent deadly carbon monoxide poisoning throughout Australia. We deliver a national preventive health effort by working with stakeholders for an effective sustained investment in prevention and health promotion.

Position Description: The administration and marketing volunteer will provide a range of administration and marketing support for the Chase and Tyler Foundation, as per our operational aims and objectives.

Time Commitment: The project is looking for someone that can give ~ 2 - 4 hours per week from October 2018 - late May 2019 (with a possible extension). There will be meetings approximately every fortnight (outside of business hours) in the St Kilda area which will require your attendance. We will also be running CO week in May 2019 and the lead up to this week will require a higher time commitment.

Responsible to: Executive Team (working directly with Executive Director and Founder, Vanessa Robinson)

Key Responsibilities:

- Assist with the CTF marketing initiatives as directed
- Distribution of promotional materials throughout the community
- Write/post articles and update the CTF website as directed
- Communicate with CTF donors
- Assisting with promotional events and activities
- Assisting with any other administration requirements as advised

Skills:

- Administration and Marketing qualifications (or equivalent)
- Ability to work independently, show initiative and work cohesively within a virtual team
- To be able to communicate effectively, be articulate, with strong writing skills
- Exceptional planning, organising and prioritising skills
- Strong computer literacy (Gmail/Outlook and Microsoft Office suite)
- Ability to use social media platforms (Facebook/Twitter/Instagram), website application (WordPress) and marketing platforms (Mail Chimp).
- Exhibits energy and enthusiasm and an interest in working in the non-profit sector
- Must have own computer or laptop and internet connection

To apply: Email resume (in PDF format) volunteer@chaseandtyler.org.au