

Supporter engagement and events officer

(Part time – 2–3 days per week, 5 months fixed term role)

July 2017

Engaging supporters to contribute to our campaigns and financially support our work is fundamental to what we do at Environmental Justice Australia. This is a great opportunity to join our dedicated and passionate team and contribute to our success by helping us to connect with those who would like to support our work.

We're seeking an enthusiastic and capable person to help us with some priority projects over the next 5 months. Working closely with our Fundraising Manager, CEO and other staff, you will help with the planning and organising of supporter events, workshops and seminars, and other projects to help us grow our networks.

The role is part time, with flexibility to work around your family, study, other work, or community activism commitments. Some evening and out of hours work can be expected. The role is for an initial fixed term for 5 months, with the possibility of a longer term position depending on funding.

About us

We're a small team of lawyers supported by administrative, communications and fundraising staff working on issues across climate change, nature protection and healthy communities. We use our legal expertise to be a powerful force for change, to empower communities to protect the environment, and to achieve a better legal system that delivers justice to people and the planet.

Responsibilities

- Planning and organising supporter engagement activities under the direction of our Fundraising Manager.
- Organising events at the 60L Green Building and external venues including registrations, catering, venue hire, speaker liaison, AV set up etc
- Recruiting and engaging with supporters to drive peer-to-peer and/or community fundraising events
- Contributing to the running of the EJA office and other duties as required

Selection criteria

The skills, qualifications and experience we are seeking

Here's our list of the things that we think are essential and desirable for this position. However, formal qualifications mean less to us than a track record of getting things done and a passion for environmental and

social justice. We're happy to be convinced that you are the person for this job even if you don't tick all the boxes.

- Demonstrated commitment to environmental or social justice issues.
- Experience in planning and organising events, particularly donor or supporter engagement events.
- Excellent written skills, including copywriting for different media and target audiences (print, e-news, web sites, social media, etc.)
- Effective and organised work habits.
- Proficiency in desktop and web-based office applications, MailChimp, Facebook, Twitter.
- Good interpersonal skills, an ability to work independently, manage projects and deliver work on time with limited supervision as part of a team in a small office environment.

Terms and conditions

The position reports to the Fundraising Manager and is located in Carlton, Victoria.

The position is a part-time position for 2–3 days per week. The position is initially for a 5-month period (to end Dec 2017) with the possibility of an ongoing permanent role depending on funding arrangements.

Salary is \$53,000 pro rata (\$27 per hour), plus superannuation and leave loading.

EJA supports flexible work arrangements and there is some scope for negotiation with respect to days and hours of work. The position may involve some travel and will involve work outside normal business hours.

How to apply

Written applications in electronic form should be sent by email, attention to the Fundraising Manager james.murray@envirojustice.org.au. Please do not send hard copies. Receipt of applications will be acknowledged by email.

Applications must address the selection criteria and include a current resume.

Questions can be addressed to James Murray on 03 8341 3107.

We will start shortlisting applicants and interviewing candidates from 1 August 2017, with a view to start ASAP