



Position Description

Amnesty International Australia
www.amnesty.org.au

VOLUNTEER POSITION DESCRIPTION **For unpaid opportunity with Amnesty International Australia**

Position Title: Volunteer - Activist Communications Team Administrator

Reporting to: Activist Communications Team Lead and Community Engagement and Organising Team

Location: Anywhere in Australia

Hours: 3 hours per week - minimum 6 months commitment

Effective Date: November 2024

Position Overview: The Activist Communications Team works to improve Amnesty International's internal and external communications. Some projects that this team work on include: the development and roll out of a National Activist Communications Strategy, supporting activist event promotions and assisting activist groups across Australia with content creation and communications dissemination. This role will lead in coordinating the Activist Communications Team and its activities.

Main Responsibilities:

- Maintaining the Activist Communications Team inbox, including delegating e-mails and tasks to the relevant team members
- Reviewing outstanding tasks and following up with team members, activists or staff, as relevant
- Drafting and/or editing emails that promote activist activities and inspire recipients to take action across platforms such as Campaign Monitor and SupporterBase.
- Liaising with the Amnesty International staff, Activist Communications Team Lead and other activists and volunteers around the country to collate content for external communications, such as the People Powered Bulletin
- Ensuring all Activist Communications Team documents are updated and user friendly





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Essential Qualities, Skills and Experience

- Effective communication skills - both written and verbal communication
- Strong organisational skills and ability to manage work proactively to meet deadlines
- Passionate about human rights and social justice issues

Key Relationships:

- Activist Communications Team Lead
- Fellow Activist Communications Team volunteers
- Community Engagement and Organising Team

Learning Opportunities

- Mentoring from Amnesty International staff and fellow activists
- Support in managing workloads and avoiding burnout
- Understanding of Amnesty International's grassroots activism work and how to effectively support and empower a people powered movement
- Experience using social media as a tool to support grassroots activism work for an international human rights organisation

Diversity, Equality and Inclusion at Amnesty:

We are committed to equal opportunities in all areas of our work, community and partner relationships. We want people to achieve their full potential, which will positively impact on our work and the communities in which we operate. At AI Australia, our values empower people to be themselves within an inclusive and supportive environment. We are a movement of people from all walks of life around the world. We intend to actively contribute to building a more diverse and inclusive team.

This opportunity within Amnesty International Australia is on a volunteer and unpaid basis. There is no intention to enter an employment or legal relationship by either party in fulfilment of the duties as specified in this position description. By accepting this opportunity, you agree to the above.

About Amnesty International Australia





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Amnesty International Australia
www.amnesty.org.au

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

Acceptance

Name: _____

Signature: _____

Date: _____

