



## **NELA National Communications Officer and Subcommittee Secretary Volunteer | Position Description**

### **About the role**

- Would suit candidates with media experience or interest in working with media, and/or studies in journalism, media and communications, and experience with website editing.
- Draft marketing and social media communications collateral for NELA Bulletin, web site and social media.
- Produce and edit video and image content.
- General support to National Convenor of NELA Communications, Marketing and Website Portfolio Subcommittee (**Subcommittee**) as Subcommittee Secretary.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing environmental law.

### **The Role**

The role assists NELA's National Convenor of Communications Subcommittee to coordinate NELA's communications, marketing, social media, video and image production and editing.

### **Specific responsibilities include:**

- Work with NELA's National Convenor of Communications Portfolio Subcommittee to manage NELA's communications, marketing and social media.
- Draft marketing and social media communications collateral for NELA Bulletin, web site and social media.
- Produce and edit video and image content.
- Assist with NELA web site management.
- General support to Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration.

### **Skills Required**

This role will suit candidates who possess the following transferable skills:

- Experience with crafting effective marketing and social media collateral (e.g. print, digital, TV, video).
- Experience with web site editing; WordPress.
- Ability to work autonomously and with initiative.
- Effective engagement of a range stakeholders.
- A commitment to quality service standards and delivery.
- Well-developed verbal and written communication skills.
- Ability to work collaboratively.
- Tech savvy and skilled in image and video editing software; Microsoft Office suite, Google suite.

## **Time commitment and application**

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 3 hours of your time per week.

## **Term of appointment**

12 months, subject to a 3-month trial period.

## **How to apply**

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to [president@nela.org.au](mailto:president@nela.org.au) by **midnight AEDT Tuesday 31 January 2023**.

## **About NELA**

NELA is a peak body for advancing Australian environmental law. NELA brings together professionals in environment and resources law and related disciplines. We are a national, not-for-profit, volunteer-run organisation.

We endeavour to promote the understanding of the role of environmental law in regulating and managing the conservation and usage of the environment.

We have members and event attendees from all walks of life, including students, State and Federal public servants, lawyers, engineers, local government officers, academics, librarians, town planners, environmental consultants, architects, and people from many other disciplines.

To achieve its purpose, NELA:

1. Provides a forum for and otherwise assists the discussion, consideration and advancement of environmental law across the legal profession and wider community.
2. Makes recommendations and submissions on matters of environmental law in Australia.
3. Convenes and holds seminars, lectures and conferences.