



**NELA National Media Officer  
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
- Source media opportunities, draft media releases, liaise with journalists
- General support to National Convenor of Publications and Submissions Portfolio
- Professional networking opportunities to collaboratively connect with leading industry leaders in the environmental law space across Australia
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing Australian environmental law and policy

**The role**

The role assists the National President, Vice-President and Convenor of Publications and Submissions Portfolio to coordinate NELA's relationships with the media and draft media releases for NELA's purposes. The role will involve assessing opportunities for news media exposure for NELA and implementing a news media strategy.

**Specific responsibilities include:**

- Work with the NELA National President, Vice-President and Convenor of Publications and Submission Portfolio to manage NELA's relationships with the media and journalists and draft media releases in line with NELA's purposes
- General support to the NELA National President, Vice-President and Convenor of Publications and Submissions Portfolio in media-related issues

**Skills required**

This role will suit candidates from a background in media, communications and/or policy development who possess the following transferable skills:

- Experience with or interest in crafting effective messages for mainstream media (e.g. print, digital, TV, video)
- Ability to work to tight deadlines and operate 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 and production 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 COB Friday 12 May 23.**

### **About NELA**

NELA is the national peak body for advancing Australian environmental law and policy. 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 from all walks of legal life, including students, MPs, 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.