



## NELA National Website and IT Officer Volunteer | Position Description

### About the role

- Would suit candidates with IT and website experience or interest in working with media, and/or studies in media and communications/computer sciences.
- Key responsibilities are Wordpress website management, tech/SEO health checks, using email marketing platform (Campaign Monitor) and ensuring that domain name and hosting remains up to date.
- Ideally the candidate is able to provide general support to National Convenor of NELA Communications and Marketing Portfolio.
- 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 ensures the smooth and ongoing operation of the NELA Wordpress website and associated IT, such as the email marketing platform (Campaign Monitor).

### Specific responsibilities include:

- Wordpress website management (trouble shooting, new functionality and customer options, reviewing and refreshing design)
- Tech SEO Health (speed and performance check, image size assessment, broken link checks, plugin and theme updates, overall site health check)
- Being comfortable with Campaign Monitor or willing to learn how this online email marketing platform works. This is to assist with sending out 1 – 5 email bulletins per month.
- Ensuring that our domain name and hosting remains up to date
- Assisting with tech support for webinars and hybrids conferences (in person and online). This will mainly involve setting up and sending out Zoom/Teams links to registered attendees.
- **Optional:** Assisting with LinkedIn posting and general online marketing of NELA initiatives
- **Optional:** depending on desired level of involvement, the portfolio appointed officer can assist with setting up new events, updating Board member profiles, uploading law reform submissions and other resources etc)

### Skills Required

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

- Experience with website editing and maintenance; WordPress.
- Tech savvy and understanding of how website hosting and updating works.
- Ideally, experience with email marketing platform Campaign Monitor (or similar, such as Mail Chimp)
- Ability to work autonomously and with initiative.
- A commitment to quality service standards and delivery.

- Ability to work collaboratively.

### **Time commitment and application**

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 2 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.