



## Role Requirements

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<b>Role Title:</b>	Activism Support Center Assistant
<b>Team:</b>	Activism
<b>Location:</b>	Perth, WA
<b>Manager:</b>	Sophie Hartley (Activism Support Coordinator)
<b>Date Original Prepared:</b>	5 April 2017
<b>Classification:</b>	Volunteer (unpaid)
<b>Hours:</b>	5-6 hours per week
<b>Tenure:</b>	min 3 months

### Primary Objective(s)

Provide administrative assistance to the Action Centre and the activism community of Amnesty International in Western Australia.

### Reporting Relationship

This position reports directly to the Activism Support Coordinator.

### Key Duties

- Attend front-of-house enquiries (phone, walk-ins and emails).
- Organise, pack, and unpack stall kits.
- Perform general clerical duties to include, but not limited to, data entry, copying, faxing, mailing and filing as required.
- Providing administrative assistance to the Urgent Action Team, which includes sorting mails, email, updating database and liaising with people.
- Assist in volunteer and activist recruitment processes, including contacting potential new volunteers and tracking volunteer placements
- Assist with advertising needs and event planning.
- Assist with desk-based research.

### Key relationships

#### Internal

- ASC (Activism Support Coordinator)
- CO (Community Organizers, staff)
- Volunteers
- Activists

#### External

- Members of general public

## Amnesty International Australia

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### Learning Opportunities:

- Gain administration management experience.
- Working with a diverse volunteer and staff body.
- Improve communication skills.
- Improve research skills.
- Practical and relevant experience working in the regional office of a large international human rights organization.
- Increased understanding of international human rights issues and campaigns.

### Selection Criteria

*Please address each point in your application*

### Knowledge, skills and experience required

#### Essential:

- Reliable.
- Highly organised.
- Good communication skills.
- Strong research skills.
- Good computer skills.
- Patience and attention to detail.
- Able to work independently and in a team environment.
- Interest in human rights.
- Interest in Activism.
- Knowledge of e-mail, social media and basic text editor.
- Comfortable making phone calls

Applications by email to: Sophie Hartley - [sophie.hartley@amnesty.org.au](mailto:sophie.hartley@amnesty.org.au) by Friday 20th July

Please include: 1. A copy of your CV including all contact details 2. A document briefly addressing the Selection Criteria and Background information detailed above.

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You must have valid work rights in Australia to complete an internship / volunteer program at AIA. Please be aware that Amnesty International Australia does not provide volunteers / interns with

- Any monetary allowances or remuneration for volunteer internships
- Accommodation or accommodation allowances
- Any assistance in organising visas or completing visa applications