



Role Requirements

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

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 by Thursday 13th September.

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.

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