



Local Leadership Opportunity

Position Title:	C3 Promotions Officer
Type of Position:	Volunteer
Time Required:	Varies, but on average a minimum of 3 hours per fortnight
Minimum period:	Flexible, but preferably for at least 6 months
Location of position:	Work from home or from the SEE-Change Office in Downer
Reports to:	Executive Officer
Role, project overview and purpose:	<ul style="list-style-type: none"> The intention of this role is to increase awareness in the community of the SEE-Change Community Climate Chest (C3) program. Currently SEE-Change promotes the C3 program on our website, regular newsletter email and through facebook. We would like to spread the word further through the production of timely and relevant communications including posters, media articles, newsletter items for other organisations and through the strengthening or establishment of other communication avenues.
Key responsibilities and tasks:	<ul style="list-style-type: none"> Write and create content for SEE-Change C3 communications, including for the website, facebook, twitter, newspapers, radio and for newsletters of other organisations. Strengthen existing, and establish new, ways of communicating and getting SEE-Change C3 information out to the broader community.
Skills, experience and attributes:	<ul style="list-style-type: none"> Excellent written and oral communication skills. Ability to work independently and in a team. Knowledge and understanding of sustainability issues is desirable, particularly an understanding of SEE-Change. A willingness to learn is essential. An active interest in how to communicate effectively.
Training that will be provided by SEE-Change:	<ul style="list-style-type: none"> Training and guidance in production and distribution of content and media releases as required. On-the-job training to familiarise with the SEE-Change C3 program.
Benefits for the volunteer:	<ul style="list-style-type: none"> SEE-Change operates within an emerging sector, so your contribution will put you on the front line of change-making in Canberra. Your leadership role within SEE-Change will provide you with the opportunity to develop transferable skills and experience, such as leading meetings, developing schedules, coordinating and project managing activities and motivating and teaching others.
Benefits to SEE-Change	<ul style="list-style-type: none"> Your contribution will be an integral part of SEE-Change operations, enhancing the effectiveness of everything we do. You will also free the Executive Officer to concentrate on other areas of operations such as project development and member engagement.



SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

VOLUNTEER AGREEMENT	
Name of the volunteer:	
Start date:	
End date:	
Hours and days agreed to per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	