

Brisbane Group Coordinator (Voluntary)

About this position:

The Activist Group Coordinators work closely with the ActionAid Campaigns Team and the broader activist network. Activist Group Coordinators oversee their local ActionAid Group and its respective activists to organise and campaign to achieve impact in their communities.

Time Commitment:

Once a week, for 2-4 hours. Minimum 6 months commitment.

Location:

Brisbane, QLD.

Roles and responsibilities

- Working with ActionAid staff and the Activist Support Team to coordinate your local ActionAid activist group.
- Checking-in and reporting back to the Community Organiser every 6-8 weeks.
- Supporting the local group to set objectives, create plans and organise actions within a limited budget that are strategic and contribute to campaigns.
- Participating in monthly National Leadership Team meetings (held online).
- Identifying and developing activists who can be potential leaders in their community
- Managing volunteering enquiries and conducting inductions with new volunteers.
- Scheduling calls to reach out to new volunteer interests.
- Tracking the engagement, meetings, events and actions of your local group.
- To work alongside a member of the Activist Support Team in growing the local group and organising intentional conversations
- Working with the Community Organiser to identify and step-up leaders and doing handover with the next Group Coordinator when they decide to step down.

Selection Criteria

- A time commitment of at least six months or ideally a year, up to four hours a week including online monthly National Leadership Team meetings.
- A passion for community organising and building people power in communities across Australia.
- Feel confident in interviewing and having intentional conversations with new volunteers to commit them to action.
- Some experience in volunteer coordination.
- New activists should be able to count on you for regular check-ins via phone/Zoom calls and support with challenges.
- Computer literacy and ability to use phone and email systems.
- Respect for ActionAid's independence and an ability to work within this ethos.

- A demonstrated commitment and passion for women’s rights; and adherence to the principles of feminist leadership.
- Passion for social justice and the role that everyday people can play to achieve a fairer and more equitable world.

How to apply

Please submit applications via email to Outreach Support, Jazmin Migliore, at volunteering.au@actionaid.org using the subject line EOI – Brisbane Group Coordinator. Please include your CV, and a brief cover letter noting your motivations for applying and why you think you’d be a good fit for the role.

We actively encourage women, people with a disability, Aboriginal and Torres Strait Islander, People of Colour, LGBTQIA+ and people from culturally and linguistically diverse communities to apply.

We will contact you within a fortnight from your application. If you have any additional questions, please contact us at volunteering.au@actionaid.org