



## End Child Detention Coalition – Adelaide Project Officer (Volunteer)

### JOIN US

Are you interested in joining an amazing group of individuals, community organisations and NGOs across Australia to stand up for children's rights? Do you have great organisational and communication skills and are keen to get stuck into some strategic grassroots advocacy to end child detention in Australia? Join us at the End Child Detention Coalition.

The End Child Detention Coalition currently has 26 member organisations, amongst which there is a total of 150 staff, around 1,200 volunteers and approximately 150,000 supporters across all States and Territories of Australia. Collectively, these organisations possess a wealth of experience in policy and advocacy, as well as years of experience working effectively together. The End Child Detention Coalition advocates for the release of children from immigration detention and takes the position that detention is never in the best interests of a child.

### POSITION SUMMARY

The Project Officer will provide coordination and administrative support to ECDC members in South Australia, under the management of ECDC member organisation Justice for Refugees. The Project Officer will be required to be highly organised, communicate effectively with a diverse group of individuals, and set priorities to assist in completion of ECDC projects. The Project Officer is required to demonstrate a high level of professionalism and initiative, and will work collaboratively with the ECDC Project Manager (Melbourne) and ECDC members based in South Australia.

The Project Officer role requires a six-month commitment, from February 2018 – July 2018, based at the office of ECDC member Justice for Refugees (Adelaide). People with a migrant background and/or people with experience working on migration issues in a human rights context are encouraged to apply. Applicants are expected to commit to a minimum of 8 hours a week. There is no remuneration available for this position.

### KEY RESPONSIBILITIES

- Provide program and administrative support to the Project Manager and SA members, with particular focus on the federal electorates of Hindmarsh and Mayo
- Develop local media stories for newspapers and radio
- Provide general event support for member activities as required
- Update the [voteformfreekids.com](http://voteformfreekids.com) website and support Project Manager with management and content development for campaign website

- Assist the Project Manager to produce additional ECDC communications materials

### KEY SELECTION CRITERIA

- Demonstrated experience in the administration of programs or projects, preferably in the community services or volunteering sectors.
- High level proficiency with a range of software programs including: Microsoft Word, Excel and PowerPoint along with the ability to use a range of technologies including web based information and data systems.
- Highly developed organisational skills and ability to balance multiple tasks efficiently and work to deadlines.
- Good cross cultural verbal and written communication skills with proven ability to liaise with diverse range of people including young people, volunteers and external organisations.
- Ability to work independently and use own initiative, and also work in a team environment.

### APPLY NOW

Please submit a copy of your CV and a brief cover letter addressing the key selection criteria to [michelle@endchilddetention.org](mailto:michelle@endchilddetention.org) . Applications will be reviewed on a rolling basis until the position has been filled.