



United Nations Association of Australia (Western Australia) Volunteer Position Description

Environment Committee – Communications Lead

- Seeking Expressions of Interest.
- This is an unpaid, volunteer position.
- Working with likeminded professionals with a passion for environmental conservation and restoration, aligned with the furthering of the United Nations Sustainable Development Goals (SDGs).

Area	Detail
Description	The Communications Lead is responsible for promoting the Environment Committee and the UNAAWA in its work, through communications materials.
Accountability	Reports to Chair and Vice Chair of Environment Committee.
Recruitment	EOI and CV.
Key Responsibilities & Expectations	<ul style="list-style-type: none"> • Attend monthly Environment Committee Meetings, preparing updates as required. • Support committee members in preparing event marketing material, event pages and media releases. • Monitor the UNAAWA Facebook page on behalf of the Environment Committee, posting event or environment related promotional material, and responding to enquiries related to the Committee. • Prepare bimonthly newsletter submissions on behalf of the Committee. Submissions should summarise past events, upcoming events, and provide insight into current happenings in the various environmental aspects the Committee represents (i.e. Climate Change, Circular Economy) with the help of Committee Leads. • Promote the UN DAY Environmental Action Awards to increase nominations. • Represent the Environment Committee at events and networking opportunities, facilitating partnerships with likeminded organisations within the WA Community.
Skills & Experience	<ul style="list-style-type: none"> • Extensive experience in marketing and/or communications. • Knowledge and/or experience working towards the SDGs. • Interested in the work of the UN. • Excellent communication skills and attention to detail. • Able to work collaboratively. • Strategy and planning experience. • The personal attributes of openness, honesty and integrity. • Well organised. • Member of the UNAAWA*
Skills Developed Throughout the Role	<ul style="list-style-type: none"> • Project/event management skills. • Volunteer experience. • Leadership and team skills. • Organisational skills.

*Applicant may become a member after being successfully appointed the position.