

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

Gender Equality Committee – Communications Specialist

- Seeking expressions of interest
- This is an unpaid, volunteer position
- Working with like-minded professionals with a passion for the environment and sustainability, aligned with the furthering of the United Nations Sustainable Development Goals (SDGs)

Area	Detail
Description	The Communications Specialist is responsible for supporting the Gender Equality Committee in preparing and coordinating quality materials for distribution to internal and external audiences. A high degree of self-management is required to be successful in the role, with the ability to plan for long term and short-term outcomes.
Accountability	Reports to the Gender Equality Committee Convenor
Recruitment	Expression of Interest and CV, Individual and Panel Interviews
Key Responsibilities & Expectations	<ul style="list-style-type: none"> • Develop a wide range of high-quality materials, including online and printed publications, and external publications • Draft media releases and respond to media enquiries • Prepare event promotion and marketing for social media platforms in partnership with the Local and National UNAA design teams • Develop, in partnership with the Convenor, bi-monthly internal newsletter articles • Become familiar with the UNAA WA communications process and drive good practice by assisting the committee with planning towards deadlines • Attend external engagement meetings with the Convenor as required • Support the UN Day award administrative process • Support the Convenor with the preparation of the annual report • Represent UNAA WA at external events as required
Skills & Experience	<ul style="list-style-type: none"> • Passion for the SDGs • Interest in the work of the United Nations • Expert rapport building and networking skills • Strong communication & organisational skills • Ability to work collaboratively and demonstrate initiative
Personal Attributes	<ul style="list-style-type: none"> • Diligence, organisation, warmth, helpfulness
Skills Developed Throughout the Role	<ul style="list-style-type: none"> • Community building • Volunteer experience