

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

Young Professionals Committee – Membership Manager

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals with a passion to further the United Nations Sustainable Development Goals (SDGs).

Area	Detail
Description	The Memberships Manager is responsible for supporting the Young Professionals Committee in retaining and obtaining new YP Members.
Accountability	Reports to the Young Professionals Committee Convenor.
Recruitment	Expression of Interest and CV.
Key Responsibilities & Expectations	<ul style="list-style-type: none"> • YP Member acquisition: acquire new YP members for the organization. Develop strategies to attract potential members. • YP Member Retention: implement strategies to engage members, providing them with valuable benefits and addressing concerns they have. • Relationship building and networking, represent the Young Professionals Committee at events and networking opportunities, facilitating partnerships with like-minded organisations within the WA community. • Attend monthly Young Professionals Committee meetings. • Support the UN Day Awards process. • Support the Young Professionals Committee members in delivering a minimum of four events and initiatives annually.
Skills & Experience	<ul style="list-style-type: none"> • Knowledge of and/or experience with the SDGs. • Interested in the work of the United Nations. • Balanced analytical and creative thinker. • Communication skills and relationship building • Ability to work collaboratively and demonstrate initiative. • Personal attributes of openness, honesty, and integrity. • Member of the UNAAWA*.
Skills Developed Throughout the Role	<ul style="list-style-type: none"> • Analytical thinking and problem solving skills • Communication and customer service skills • Volunteer experience.

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