

VACANCY

Campaigns Team Coordinator

Position Description

This is a volunteer position. Opportunities may arise from time to time for funding to work on specific campaigns.

Your role: To be an integral part of, and help to oversee, a team of campaigners educating, advocating and lobbying for the environment.

Your reward!

- Playing a critical role in the effectiveness of the peak environment group on the Gold Coast
- Satisfaction of positively influencing the future state of the environment
- Helping to present a strong positive ecological message to the public and making the public aware of environmentally sensitive issues
- Working with a variety of committed people
- Learning new skills

Hours: The hours worked are flexible in both time and place of work but your availability should be at least 10 hours per week.

Supervision: The Campaigns Team Coordinator reports to the Management Committee.

The job:

- Work with experienced members to identify campaign strategies and direction.
- Manage volunteers to undertake relevant tasks related to campaigns.
- Assist in maintaining networks in the environment movement, the community, business and government sectors.
- Maintain campaigns administration and filing systems.
- Coordinate responses to public enquiries on environmental issues.
- Provide a regular report on the progress of campaigns.

Ideal skills and qualities required:

- Very good knowledge of environmental issues.
- Knowledge of the structure and functions of the environment movement.
- Sound leadership and organisational skills.
- Computer literacy and good verbal and written communication skills.
- An ability to be self-directed and to also work as a member of a team.

Comments from previous Campaigns Team Coordinator:

“Being part of Gecko’s Campaigns Team can be challenging, but that is what makes it all the more rewarding. The work is varied and interesting and an integral component of Gecko’s mission. You will be given support and advice from experienced members of the team. A major part of the position is to educate the community in environmental issues, and liaise with the community, government departments, the media and conservation networks”. Irene Wareing.