



## **Position Description: Social Media Support Volunteer**

**Position Title:** Social Media Support Volunteer

**Location:** Kerrie Rd Neighbourhood House / Mackie Rd Neighbourhood House (occasional on-site attendance for events/classes, with remote/offsite work available)

**Time Commitment:** Flexible (as agreed), including occasional attendance at events or classes

**Reports To:** Neighbourhood House Manager, Office Administrators

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### **Position Purpose**

As a Social Media Support Volunteer, you will help promote the Neighbourhood Houses by capturing and sharing engaging content that showcases our programs, classes, and community activities. This role supports community connection and awareness by highlighting the impact of our work across digital platforms.

You will work collaboratively with staff to use photos and videos provided by the organisation, as well as content you may capture at selected events or classes (where appropriate and with consent), to develop engaging social media posts.

This is a great opportunity for someone who enjoys storytelling, creativity, and supporting community engagement through digital media.

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### **Key Responsibilities**

- Attend selected events or classes from time to time to capture photos and short-form content (where appropriate and with consent)
  - Use photos and videos provided by staff to create engaging social media content
  - Prepare draft social media posts for review and approval by the Manager prior to publishing
  - Assist with planning and maintaining a simple social media content schedule
  - Support promotion of programs, events, and community stories across social media platforms
  - Ensure all content reflects the values of the Neighbourhood House and respects community members
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### **Skills & Attributes**

- Experience in social media and marketing - essential
- Experience with Canva and website platforms (Wix) - essential
- Good written communication skills
- Creativity and attention to detail
- Ability to work respectfully within a community environment
- Ability to work independently and follow guidance from staff
- Understanding of confidentiality, consent, and respectful representation of participants

**Requirements**

- Working with Children's Check (free for volunteers)
  - Police Check (paid for by organisation if not already held)
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**Benefits of Volunteering**

- Contribute to a vibrant and connected community
  - Gain experience in digital media and content creation
  - Build skills in communication, marketing, and storytelling
  - Support meaningful community programs and events
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**How to Apply**

Please send your resume or expression of interest to [info@mackierdnh.org.au](mailto:info@mackierdnh.org.au)

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This is a volunteer position. All applicants must comply with organisational policies and procedures.