

Outreach and Volunteer Coordinator

Animal Liberation Victoria (ALV)

Casual 3 – 4 days per week

An exciting opportunity has arisen to join our team at Animal Liberation Victoria as a casual Outreach and Volunteer Coordinator. Working with other team members, Campaign Managers and Committee, your key objectives will be to help develop creative outreach activities and actions designed to increase supporters and public awareness of animal rights and to also increase ALV's supporter base. The development and coordination of a volunteer database is also a crucial part of this position.

You will also assist in the daily running of the ALV office. This includes administrative duties when required. You will also be required to support our Vegan Abolitionist Statement of Purposes;

- To abolish the property status of animals
- To change speciesist attitudes and practices
- To educate the public about animal rights and veganism
- To embrace the principles of non-violence and compassion

Responsibilities will include:

- Coordination of volunteers including but not limited to increasing a quality bank of volunteers, identifying their strengths and skills and then placing them in appropriate roles where their abilities are best used.
- Coordination and development of regular Volunteer induction days
- Assist with and coordinate outreach strategies designed to increase both public awareness of animal rights issues and the number of our supporters
- To attract new Supporters and retain current Supporters

Key attributes include:

- Extensive knowledge of ALV as a Vegan Abolitionist Organisation
- Extensive knowledge of and experience within the current animal rights movement
- Previous experience in campaign coordination
- Proven experience in a leadership role
- Experience using office equipment including computers, telephones, photocopiers, and fax machines
- Advanced knowledge of the Microsoft Office suite
- Superior communication skills, with the ability to liaise at all levels

Predominately this role will work across a Monday-Friday roster but will include Saturdays where required.

Experience in the administration of social media and a proactive personality would be a distinct advantage.

If this sounds like you and you want to be a part of a dynamic, motivated team please forward your resume and cover letter to:

Email committee@alv.org.au

Applications Close: **allow two weeks from job post**