

Volunteer Position

Job Description

Micah Challenge



Job Title

Website Assistant – preferably Sydney based

Organisation

Micah Challenge Australia
www.micahchallenge.org.au

Our Mission

Our vision is to see Christians acting as agents of hope for and with the poor, as an integral part of our faith.

We want to encourage the leaders of all nations to fulfil their commitments to the Millennium Development Goals to halve absolute global poverty by 2015.

We are called by God:

- to pursue justice
- be passionate about mercy
- to walk humbly with God (Micah 6:8)

Micah Challenge is endorsed by over 35 Christian aid and development and mission organisations.

More than 101,000 Australians have signed the Micah Call, a statement which affirms the power of God to transform our lives spiritually, socially, emotionally and politically.

Purpose of the volunteer job

Micah Challenge Australia is looking for a volunteer to assist with updating our website:
www.micahchallenge.org.au.

The role will involve working with the Communications Coordinator to upload new material on the Micah Challenge website.

The purpose of the position is to:

- ensure that the website is updated weekly
- maintain the website so it is up-to-date, easy-to-use and relevant

Tasks to be performed

1. Provide support for the Communications Coordinator in updating the website
2. Uploading text, images and sound files
3. Depending on the skills of the volunteer, there may be scope for further developing the potential of the website

What the position will provide for the volunteer

- Valuable experience in web communication
- A knowledge of the special opportunities of web communication for a not-for-profit organisation
- Understanding the strong links between the Word of God and action
- Learning about the Christian response to global poverty

Skills required

This position would particularly suit someone studying (or with experience with) computing and/or communications. The volunteer should have the following skills (though some training and assistance will be offered):

- Ability to use a Word-based program to upload new information on the website (you do not need programming skills but an understanding of web communication would be of benefit)
- Accuracy and a keen attention to detail
- Ability to use on-line communication networks
- Interest in and some understanding of global poverty issues
- A strong personal Christian faith
- Appreciation of the potential of on-line communication

Estimated hours

5 hours per week. The day would probably be either Wednesday or Thursday. Arrangements are negotiable to fit in with the volunteer's other commitments.

Supervisor

The volunteer will report to the Communications Coordinator.

Conditions

This is a voluntary position.

How to Apply

If you are interested in this position, you should write a short application setting out your skills and experience, referring to the bullet points in the Skills Required section.

If you have any queries or want any further information please contact Tabitha Horsley, the Communications Coordinator (Mon, Wed, Thursday), on tabitha.horsley@micahchallenge.org.au or 9453 1586.

You will be called in for an interview at a mutually convenient time.