

Volunteer Position

Title:	Media officer – National Week of Prayer & Action (CAPSA)
Reporting to:	CAPSA
Timing:	1-2 days per week (flexible)
Starting:	May 2017
Location:	326 Church Street, Richmond
Commitment period:	2 – 3 months

PROGRAM SUMMARY

In 2014, the ***Catholic Alliance for People Seeking Asylum (CAPSA)*** was formed to work collectively on changing hearts and minds within Australian Catholic communities for greater compassion towards asylum seekers.

The Alliance has been formed out of a project partnership between Jesuit Social Services and Cabrini Health. It is the Alliance's intention to add value to the breadth and depth of activity in support of asylum seekers that is already occurring throughout the Australian Catholic community. By showcasing and linking active Catholic communities, we hope to use existing works and networks to inspire others. Bringing the voice and real face of asylum seekers to the attention of our community is an important part of the project. The Alliance has the broader intent of leveraging policy changes to better uphold the dignity and rights of each person seeking asylum.

The strategy is two-fold:

- a) An Alliance of leaders to engage the many communities within the broader Catholic community; and to create a means to develop joint actions or statements
- b) Grassroots action to showcase and learn from the diverse activity Catholic communities around Australia have created using their own initiative

POSITION SUMMARY

This position will work with the CAPSA Team to progress the development and growth of this Alliance. This role will work specifically on CAPSA [National Day of Prayer & Action](#) to assist with media and communications. This is a week of action taken by schools to express their solidarity with refugees and people seeking asylum.

We are looking for a skilled volunteer who can tell compelling stories through text, photo and video which engages target audiences. In particular the volunteer role will connect schools participating in the action with local media in their area to facilitate a number of local media stories to raise the profile of the week.

We can only provide limited supervision, the incumbent must be able to work independently and manage tasks and seeing through small projects successfully and fully.

POSITION DETAILS

Key elements of this position include:

- Development of key media documents for action
- Planning potential stories to be pitched to media
- Writing articles for CAPSA's website and other media outlets
- Interviewing staff and students at schools about their involvement in the National Day of Prayer & Action
- Call and arrange interview times and meeting points
- Liaising with local media outlets to visit schools during event

ESSENTIAL SKILLS AND/OR EXPERIENCE

- Experience and/or study in media and communications
- Strong communication and listening skills
- Solid skills in Microsoft Word
- Strong listening skills and excellent phone manner
- Proactive person who can work autonomously and in a small team environment
- Excellent people skills and team work
- Attention to detail and exceptional quality

DESIRED SKILLS / EXPERIENCE / KNOWLEDGE

- Excellent computer skills
- Some knowledge or an understanding/ empathy of issues relating to people seeking asylum in Australia
- Time management skills and ability to work to deadlines
- Attention to detail
- Sensitivity or understanding of issues impacting asylum seekers
- Cross-cultural communication skills
- Good interpersonal communication skills

TRAINING PROVIDED

- Jesuit Social Services Induction Training

CONFIRMED VOLUNTEERS WILL BE REQUIRED TO:

- Attend an interview
- Complete the Jesuit Social Services Volunteer application.
- Agree to a Police and Working with Children check.



NEXT STEP Please contact Monica Smyrek for further information on 9421 7610 or monica.smyrek@jss.org.au