



Marketing and Fundraising Assistant

Volunteer Role Description

Position title	<i>Marketing and Fundraising Volunteer</i>
Responsible to	<i>Marketing and Fundraising Manager, Volunteer Coordinator</i>
Direct Reports	<i>None</i>
Last Updated:	<i>12 April 2024</i>

Skilled Volunteer - Marketing and Fundraising Assistant

Role Overview:

We are seeking a dedicated and skilled volunteer to join our team as a Marketing and Fundraising Assistant. This role will provide valuable support to the Marketing and Fundraising Manager in various tasks, including market research, social media content creation, administration, logistics, event planning, and fundraising support.

About Newtown Neighbourhood Centre (NNC):

NNC has been the heart of Sydney's Inner West for nearly 50 years. We exist to build an inclusive, resilient, self-reliant, and creative community. Our program delivery spans the entire spectrum of our vibrant neighbourhood from targeted, early intervention for disadvantaged families and young people to people experiencing homelessness and living in boarding houses. We also ensure seniors receive individual social support and we organise seniors' social groups including cultural-specific group activities. We believe that everyone deserves a safe place to be and a community to belong to. This essential work is only possible with the generous support from the community.

Key Responsibilities:

- Conduct market research to identify trends, opportunities, and best practices in fundraising and marketing.
- Assist with the creation and scheduling of engaging social media content.
- Provide administrative support, including data entry, filing, and document preparation.

- Assist with logistics for events and fundraising campaigns, including venue booking, equipment setup, and coordination of volunteers.
- Collaborate with team members to develop and implement fundraising initiatives.
- Support the coordination of fundraising events, including promotion, attendee management, and post-event follow-up.

Requirements:

- Excellent communication skills, both written and verbal.
- Strong organisational and time management skills, with the ability to prioritise tasks effectively.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Experience with social media platforms (e.g., Facebook, Instagram) and content creation tools.
- Attention to detail and accuracy in data entry and administrative tasks.
- Commitment to the mission and values of Newtown Neighbourhood Centre.

Time Commitment:

Ideally, volunteers will commit to a weekly shift of 4-6 hours, for a minimum of 6 months. However, there is flexibility in scheduling to accommodate other commitments.

Benefits:

- Gain hands-on experience in marketing, fundraising, and community engagement within the nonprofit sector.
- Opportunity to develop and enhance skills in social media management, event planning, and market research.
- Contribute to meaningful projects and initiatives that make a positive impact on the local community.
- Work alongside a supportive and dedicated team of staff and volunteers.