

<b>Position Title</b>	Content Writer
<b>Reports To</b>	Digital Marketing Officer
<b>Position Type</b>	Volunteer
<b>Time Commitment</b>	4-12 hours per week

## POSITION PURPOSE

The purpose of this role is to create and coordinate content for GIVIT's website and other digital channels.

## ROLES AND RESPONSIBILITIES

- Write short-form and long-form stories for GIVIT's website and other digital channels. Story ideas will mostly be as briefed within the marketing and communications.
- Ensure content is optimised for search.
- Ensure writing fits style, brand and tone guidelines, and is up-to-date, accurate and error-free.

## SKILLS AND EXPERIENCE

- This role would best suit someone currently working in marketing, advertising or journalism looking to volunteer their time, or a university student in one of these fields looking to gain experience.
- Copywriting skills with the ability to create engaging and emotive stories.
- A basic understanding of SEO.
- Competent computer skills including Microsoft Office.
- Ability to work independently and in team environment. Ability to work remotely.
- Positive and friendly personality!
- Willingness to be contacted and, if available, assist during times of natural disaster.
- Police check required.

“When you join the GIVIT team you become part of the GIVIT Family. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace or volunteering opportunity that values your life experiences, passion and desire to make a real difference in local communities and in Australian lives, then you belong in the GIVIT Family.”