



Community Support and Outreach Coordinator (Wikimedia Australia)

About the role

This three month contract position will provide administration, project and outreach support for the Australian Wikimedia community, reporting to the Wikimedia Australia Committee through the President.

- Contract role initially from early April to 30 June 2021
- Flexible hours approximately 15 hours per week. Additional hours may be worked by mutual negotiation within the constraints of the fixed budget.
- Flexible location. Work remotely and supply your own equipment.
- Hourly rate (negotiable based on experience)
- Payment will be made based on Tax Invoice to Wikimedia Australia
- Wikimedia Australia is run by a national committee and the role requires a high degree of self-management
- Position reports to President, Wikimedia Australia

Roles and responsibilities

Communications

- Contribute to the development and implementation of Wikimedia Australia's communications strategies and plans
- Oversee the management of Wikimedia Australia social media channels
- Maintain and develop timely, relevant and informative content for the Wikimedia Australia website
- Produce regular newsletter for members and partners, and manage distribution to a broad audience
- Manage and coordinate media opportunities
- Manage Wikimedia Australia's brand and visual identity, including the design and production of printed materials and merchandise

wikimedia.org.au | PO Box 2062, Bennettswood, VIC 3125 | contact@wikimedia.org.au

Wikimedia is a registered charity and not-for-profit organisation in Australia

ABN 74 761 792 996 CAV Registration A0051923E

Wikimedia Australia is the local chapter of the Wikimedia Foundation (who operate Wikipedia, among other projects). It is an independent organisation with no legal control of Wikipedia, nor responsibility for its content.

Volunteer Engagement and Development

- Organise, facilitate and/or support online and/or face-to-face events for Wikimedia Australia and its partners
- Manage correspondence with partner organisations and participants
- Organise and develop resources for activities as needed
- Actively pursue, set up and manage relationships with partner organisations acting as a main point of contact both for the partner organisation and volunteers involved
- Monitor and evaluate events and partnership projects.

General administration

- Attend monthly committee meetings, take minutes and provide reports and updates
- Oversight of WMAU website content (presentation, currency, usability etc)
- Advise the committee of funding opportunities and assist with grant writing as required
- Coordinate the evaluation and reporting on the community support and outreach activities of Wikimedia in Australia against strategic and annual plans
- Improve the organisation and administration of Wikimedia internal resources and website.

Knowledge, skills and experience

- Knowledge and affinity with Wikimedia's community, networks and partners in Australia
- Experience using, and commitment to, the values and policies of Wikimedia platforms
- High level of organisational, time-management and prioritisation skills
- Excellent written and verbal communication skills
- Excellent interpersonal and networking skills
- Experience organising events and training
- A broad understanding of different communications channels including social media
- A high degree of flexibility, with the ability to work independently at both a strategic and hands-on level as the organisation requires

How to apply

Please send your CV and cover letter indicating your interest in the role and addressing the selection criteria to president@wikimedia.org.au

There is no closing date. The position will be filled as soon as a suitable candidate is selected.