

ETWA Volunteer and Projects Coordinator (VPC)

Position Description

- Period:** Eleven months, following successful completion of 8 week trial period; commencing ASAP
- Hours:** 8 paid hours per week with some voluntary hours required (approx 4hrs/wk)
- Salary:** \$25 per hour. The position will be paid on a sub-contract basis.
The VPC will need an ABN and will be responsible for fulfilling taxation and Superannuation requirements
- Location:** ETWA office, The Augustine Centre, Hawthorn VIC

Position Objectives:

- To manage volunteers for events, projects, administration and fundraising
- To manage communications and liaise with ETWA's membership and supporters
- To manage and develop stakeholder relationships
- To drive overall operations with support from the Committee of Management

The position is important to ensuring the organisation grows in a positive and sustainable manner to support women in Timor-Leste in accordance with our values and mission.

About ETWA

ETWA is a Melbourne-based, volunteer organization working to support women in three remote communities on the eastern tip of Timor-Leste. Through a direct relationship with the Cooperative for Tais and Cultural Development (CTCD), our community oriented programs aim to help women reduce poverty while maintaining cultural integrity.

As CTCD is geographically and economically marginalized, the strategic intent is to help them move from a position of vulnerability to one of security and self-sufficiency. To support this, ETWA volunteers are working with a range of partners on a range of critical projects such as CTCD-managed Australian volunteer Community Development and building Sustainable Weaving Centre's in the three villages where CTCD members live and work. Foundations laid in previous years place us in a strong position to initiate and manage these large, resource intense projects to realize our vision of sustainability in Timor-Leste and Australia. The VPC position will contribute to this vision.

In Australia, we aim to help our volunteers achieve their potential while also raising funds for and awareness about the daily struggles of Timorese women. Our projects include a range of community focussed events, annual Weaving Tours to Timor-Leste and our emerging Schools Community Program. The VPC's position is critical the success of these projects.

We are committed to financial accountability and transparency; improving performance and maintaining relationships based on equality and respect. Our work is underpinned by principles of women's empowerment, fair trade, participation and sustainable development.



VEC Key Activities:

- Recruiting, training, coordinating and managing volunteers for projects, events, the office, fund raising, stalls, mail outs etc
- Developing ways to expand, promote and improve member/ stakeholder engagement
- Researching events and opportunities for stalls and fundraising
- Responding to and coordinating communications to ensure members and supporters are informed, particularly of upcoming activities and campaigns
- Ensuring members lists and supporter data base are updated and maintained
- Coordinating the development and distribution of a volunteer/ member resource kit
- Liaising with the Committee of Management and Timor-based projects
- Coordinating and undertaking grant writing and funding applications
- Monitoring Key Performance Indicator's

Required attributes and skills:

- Relevant qualifications and previous experience in a similar role
- Excellent communication and 'people' skills
- Excellent organizational and administration skills
- Advanced computer skills
- Ability to work in a self directed, consultative and accountable manner
- Knowledge of Timorese culture and history
- Commitment to supporting Timor-Leste and upholding ETWA's values and mission

Applicants should ideally possess demonstrated experience in personnel and events management and working with volunteers as well as the ability to identify and implement strategies to ensure efficient co-ordination of a volunteer work team. Good time management and communication skills are also required as well as the ability to set goals and objectives and monitor and evaluate outcomes.

The role will be supported by the ETWA Committee of Management. The Committee of Management commits to ensuring the well-being of the VPC and to ensuring the work load is manageable. The VPC commits to attending COM meetings where possible or to providing reports if unable to attend.

To apply send your current resume, an application letter outlining your previous experience, qualifications and the names of 2 work related referees to office@etwa.org.au.

APPLICATIONS CLOSE THURSDAY 18TH FEBRUARY. Interviews are planned to commence on Saturday 20TH February.

For further information contact Debra Salvagno on 0422 435 517



Volunteer and Projects Coordinator Position Description, Feb 2010