

## Volunteer Internships at Redfern Legal Centre – Fundraising and Communications

Want to develop your relationship management and communications skills while completing your studies? Looking to gain practical experience at a busy community legal centre? If you're passionate about social justice, Redfern Legal Centre (RLC) wants to hear from you!

RLC is NSW's oldest community legal centre (and the second oldest in Australia). We provide free legal advice services and undertake a broad range of education, policy and advocacy activities to reduce legal inequalities and enhance access to justice for communities in need.

We are seeking proactive individuals for the positions of Fundraising and Communications Interns. The successful applicants will assist with fundraising and communications projects, including helping to organise fundraising events, assisting with social media, media and e-communications, filing other and general administrative tasks supporting the work of the Fundraising Manager, Communications Manager, and team at RLC.

### Position Description.

#### Responsibilities include:

- Supporting existing fundraising and communications projects, including material development and maintenance
- Research into fundraising ideas/models/strategies
- Updating and maintaining the donor database, as well as identifying new donors
- Assisting with communications and fundraising activities, such as drafting eBulletin copy, researching and drafting social media content and general admin,
- Events planning and organisation assistance
- Other project-related tasks as required

### Selection criteria

1. Fundraising and/or communications or other relevant experience
2. Experience in event management
3. Demonstrated understanding of and commitment to social justice
4. Excellent communication skills
5. Demonstrated knowledge of issues affecting RLC's client groups
6. Good people skills
7. Ability to commit to six months preferred.

## **To Apply**

**Applications should include the following:**

1. A written statement which addresses the selection criteria, including examples of previous work if possible
2. A resumé, setting out your personal details
3. A completed and signed Volunteer Assignment of Moral Rights and Confidentiality Deed

All applications should be emailed to Finn O'Keefe, RLC's Communications and Volunteer Manager: [finn@rlc.org.au](mailto:finn@rlc.org.au)

**For inquiries contact Finn on 02 9698 7277**

**Applications close Wednesday 3 March 2017**