

Communications and Digital Volunteer Opportunities

We are a small NGO, kicking big goals. We have some exciting opportunities to contribute to our life-changing education, health and environmental programs in some of the most remote communities across the Himalayas.

We are seeking applications from people who have skills and experience in the following areas and/or are keen to develop these within an international development and not-for-profit environment. If you only meet some of the below requirements, but you're interested in volunteering with us please contact us, as the roles can be shaped to meet the skills and experience of the right candidate.

- Exceptional written and verbal communication skills, including ability to proofread
- Brand, marketing and communications strategy development
- Digital/online marketing experience
- Content creation for digital audience - social media, website and eDMs
- Knowledge of how to access, interpret and use communications data analytics
- Relevant degree qualifications in marketing, communications, international relations or a related discipline or currently studying in this area
- Effective administration, project management and organisation skills
- Experience in working within a team environment
- Demonstrated interest in and commitment to creating a socially just and environmentally sustainable world
- A love of the Himalaya region

We would love it if you can commit to at least one day per week (flexible), and we're looking for someone who can commit to at least 4-6 months initially.

KEEN? Contact us!

To discuss the role or express your interest, please contact us on info@ahf.org.au or call (02)94381822 and chat to Karen or Kerryn. We encourage you to apply as soon as possible (we'll appoint as soon as we find the right candidate/s).

Digital Communications Intern/Volunteer

Volunteer position, four to six month placement preferred, flexible hours to be negotiated.

Responsibilities COULD include:

- **Content** - source, create, write and produce engaging stories and visual communications for any or all of our online communications channels (Web, eDMs, Facebook, Instagram etc)
- **Technical** - get behind the scenes and help enhance and develop our platforms to be user-friendly, cutting edge and integrated
- **Design** - use your creativity to help develop and enhance our visual presence and communications
- **Knowledge** - help us capture and analyse data and information to help optimise our online presence (Google AdWords, Analytics, SEO etc)

Communications Intern/ Volunteer

Volunteer position, four to six month placement preferred, flexible hours to be negotiated.

Responsibilities COULD include:

- **Strategy and planning** - contribute to our marketing, communications and content plans and strategies
- **Content** - source, create, write and produce engaging stories and visual communications for key communications
- **Create and design** - help plan and produce (with some supplier support if required) key communications collateral (brochures, banners, information sheets and summaries)
- **Promote** - contribute to raising our profile with media and network engagement, conversations and promotions
- **Organise** - manage and review our visual assets library of photos and videos, and improve our content management processes
- **Voice** - consolidate and develop our guiding tools for our key communications - brand, key messages and tone of voice for key personas.