



"Dedicated to being accessible to our Community"

Outlets Co-operative Neighbourhood House Ltd

Newport Community Education Centre

43 Mason Street, NEWPORT 3015

Ph/Fax: 9391 8504

ABN: 34 587 164 944

Email: outlets@outletscop.com.au

www.outletscop.com.au

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Position Description

Marketing/Promotion Volunteer (ProBono)

To engage with not-for-profit organisation and assist in marketing the Centres services so as to increase audience participation and engage the community, traders, local government, and other services.

To produce Marketing material for Centre and to give finesse to produced material.

To produce logo and generic material - revamp, modernise.....

To apply skills for Centre to adapt to use ie: mail chimp, monkey survey applications

To produce Online forms

Business:

Outlets Co-operative Neighbourhood House LTD

t/as Newport Community Education Centre

43 Mason Street, Newport 3015

Type of Business:

Not-for-profit organisation, Adult Education, Recreational Courses, Health and Wellbeing, Childcare, Social Groups.

Community Development, Assistance welfare-material, Information Resource Centre, Venue space.

Time/Hours:

Centre opens 9-3pm Mon-Thurs and Fri 9-2pm, following Victorian School terms.

Work can be done off-site (Time negotiable and when convenient for volunteer)

Time commitment: As per Project and Centres need (negotiable)

Experience: preferably Experience or Student studying – Marketing, Promotion, Design

Skills: IT skills – publisher, website, Facebook, mail chimp, survey Monkey,

Strong understanding of English language and literacy.

Further requirements:

Depending on work relationship and contact at Centre

Police Check and Working w Children check (TBA)

Support: Guidance and Centre resources – direct liaison with CEO and Admin.

Centre equipment – Computers, Wi-Fi, internet and printing.

Contact person: Therese McKenney OAM – CEO/Director outlets@outletscop.com.au