

Communications Assistant

Position title: Communications Assistant

Location: Sydney University, Camperdown Campus

Position type: Volunteer / Internship (unpaid)

Hours required: Flexible – approx. 16 hours per week

Applications accepted on a rolling basis, **please apply as soon as possible.**

About the role

You will primarily work on the Sydney Peace Prize Program. Your writing and storytelling skills will be instrumental to your work, as are your event management skills. You will write print, web and social media content to encourage the Sydney community to make nominations, market the November Peace Prize events, and raise awareness about this year's Peace Prize recipient and his/her work.

The Foundation is currently developing a new communications strategy. As the communications intern, you will assist with the design and implementation of new communication products for our website, supporter communications and social media. We are a very small team and your expertise is valued, so this is a great opportunity to get hands-on experience, be involved in projects from start to finish, and see the results of your work which you can use for your own portfolio.

We are happy to sign off on any accreditation/study requirements as well as provide a letter of recommendation and make ourselves available for reference phone calls.

Who are we?

The Sydney Peace Foundation is a not-for-profit at the University of Sydney. We award the Sydney Peace Prize, Australia's international prize for peace. The prize brings inspiring stories of courage and dedication to peace, justice and human rights to the Australian and Sydney stage, educates the community on the work of the world's most effective peacemakers, and honours the remarkable people at the heart of these stories.

We rely on the great work of interns and volunteers, who are valued members of a small and highly motivated team. Your expertise is valued, so this is a great opportunity to get hands-on experience, be involved in projects from start to finish, and see the results of your work which you can use for your own portfolio.

Responsibilities

- Assist with the development, design and production of visual and written online content
- Write or/and produce newsletters, **videos**, and social media posts, promoting key messages of the Foundation and Sydney Peace Prize
- Media monitoring and research
- Assist with the organisation and coordination of the SPP events in November

Application requirements:

- Clear written and verbal communication skills, proficiency in writing, editing and proofreading

- Experience with maintaining and creating content for social media platforms
- Experience with WordPress
- **Experience with iMovie or Final Cut Pro highly regarded!**
- Experience with Photoshop, InDesign and/or Illustrator highly regarded
- Working knowledge of Microsoft Word, PowerPoint, and Outlook
- Initiative and ability to work independently while part of a team
- Ability to multi-task, work under time pressure, prioritise and self-motivate
- Meticulous attention to detail, and ability to think creatively.
- Demonstrated interest in human rights and social justice.
- Commitment to work voluntarily, two to three days per week over a period of 7 months (May to late November) in our office at Sydney University. There is flexibility around working times/days.

How to apply:

Are you looking for an opportunity to gain highly regarded work experience, and do your skills match what we're looking for? Then we would love to hear from you.

Email your resume and a cover letter (no more than one page) to peace.foundation@sydney.edu.au. Please include 'Communications internship' in the subject line.

In your cover letter, please explain why this internship excites you, how you think your skills meet the requirements of the role and how many days per week you would like to work. If you have a writing sample or examples of other communications materials you designed or created, please attach this to your application.

Applications without a cover letter will not be considered.

You can find more information about the Foundation and the Sydney Peace Prize on www.sydneypeacefoundation.org.au.