



Position Description

Communications Volunteer

TITLE: Communications Volunteer

REPORTING: General Manager

COMMITMENT: At least 12 months

1.1 ABOUT THE ORGANISATION

3000acres is a not-for-profit organisation that works to build healthy, resilient and connected communities through urban agriculture. We do this by helping community members access land and resources, and making it easier for resource holders to share their assets with the community. Most Australians have enough food, just not the right food. We are here to make accessing fresh and healthy food easy and fun.

In our first 5 years of operation we have helped to establish dozens of new community food gardens across Greater Melbourne and Regional Victoria. We work with councils, developers and individuals to find underutilised land and form use agreements - so that alongside the community we can design, implement and run community gardens. We want to see more people, growing more food, in more places.

1.2 ABOUT THE ROLE

The Communications Volunteer helps 3000acres with everything forward-facing: our social media, our newsletters and our communication with external stakeholders. This person has an eye for detail and knows what would interest our volunteers and supporters. They ensure that we're speaking with our community regularly, and in a way that keeps people coming back for more!

You'll work closely with 3000acres staff and other volunteers on tasks such as preparing social media posts and quarterly newsletters and researching community groups with aims similar to our own. From time to time you'll be getting in touch with groups that we might want to work with, so confidence on email and the phone is essential!

1.3 KEY RESPONSIBILITIES

- Come up with ideas for (and prepare) social media posts.
- Prepare write ups about events and garden tips to share in our newsletter.
- Research and generate lists of different groups and ideas at the request of 3000acres staff.

- Contact groups and individuals with opportunities to get involved with 3000acres either via email or phone.

1.4 KEY SELECTION CRITERIA

- Enthusiasm for community gardens and nice-looking communication!
- Clear written and verbal communication skills - you can write a smart email in no time.
- Excellent organisational skills and the ability to self-manage when things are busy.
- Knowledge of social media - in particular Facebook and Instagram.
- A passion for health, local food, community building and food growing.
- Commitment to following through on agreements and deadlines.

1.5 HOW TO APPLY

Applications should be emailed to Morgan Koegel at morgan@3000acres.org using the subject line: 3000acres Communications Volunteer application, and must include:

- A 150-500 word description of why you'd like to volunteer with us and how you fit the key selection criteria for this role.
- Your contact email and phone number.