

## International Women's Day Volunteer

***Are you passionate about gender equality? Do you want to help us empower women and girls around the world? We are seeking passionate volunteers to assist us in promoting our International Women's Day 2021 campaign.***

### **Organisation**

A global champion for women and girls, UN Women is the United Nations entity responsible for promoting women's empowerment and gender equality and was established to accelerate progress to meet the needs of women and girls worldwide. UN Women Australia exists to raise funds for and awareness of UN Women's work in the Pacific and around the world.

### **International Women's Day**

UN Women Australia runs International Women's Day events around Australia in March each year. These events are held to fundraise and raise awareness of UN Women's work around the world. Our events for 2021 are different to previous years and will offer live events which are also live-streamed, enabling a wider audience to participate and engage with UN Women's work.

### **Responsibilities**

Our IWD Promotion Volunteers will be based in our Canberra City office and will assist in supporting our International Women's Day (IWD) Campaign by:

- Making outbound calls to previous event attendees and target organisations to provide information about our 2021 IWD events and merchandise
- Assisting to develop and send email communications promoting our 2021 IWD events
- Assisting to pack merchandise materials for distribution

### **Requirements**

- Professional and confident phone etiquette, previous professional experience desirable but not required
- Attention to detail
- Enthusiasm about the work of UN Women Australia

### **Benefits**

Volunteering with UN Women Australia has many benefits including:

- Experiencing the fast-paced nature of a dynamic NGO office and networking with staff and stakeholders
- Opportunity to be invited to events and activities happening in the sector
- Gain an understanding of fundraising and communications in the NGO environment
- Gain a better understanding of the key themes of UN Women and our approach to achieving gender equality
- Making a valuable contribution to efforts to advance gender equality and the empowerment of women and girls worldwide
- Opportunity to participate in team meetings, focus groups and brainstorming sessions if desired
- Full access to our Employee and Volunteer Assistance Program
- Enjoy our array of snacks and baked goods!
- A Covid-safe environment will be provided, with ample space for social distancing within the office

*As a special thank you for your contribution, all registered IWD 2021 volunteers will be entered into a draw to receive a free one-year subscription to the online streaming platform [DOCPLAY](#), thanks to our friends at [#TheLeadershipFilm](#).\**

*\* Draw to take place on Tuesday 9<sup>th</sup> March 2021*

This project commences **Monday 18<sup>th</sup> January**, and the role can be performed from 4 hours per week to 16 hours per week, with the busiest time during the month leading up to the event (in February). Peak event planning and ticket selling, starts from January 2021.

Our IWD Outreach Volunteers will be required to participate in an induction and briefing session of approximately 2 hours. ***The first session will take place on Wednesday 13<sup>th</sup> January at 10.30am, with an additional training session to be confirmed, depending on numbers and availability of volunteers.***

### **To Express Your Interest**

Please send an email to [IWD@unwomen.org.au](mailto:IWD@unwomen.org.au) with the subject line 'Canberra Volunteer Interest' by **Monday 4<sup>th</sup> January 2021**. Please include:

- A brief introduction about yourself
- Details on your phone skills or other relevant experience
- Proposed availability between January-March (recognising that your plans may change), and your availability for the first induction session on 13 January 2021.

We look forward to welcoming you as part of our volunteer team!