

Volunteer Position Corethics Ltd (Newcastle)



Attributes of candidate

- Ability to work unsupervised with focus and determination
- Creative and solution-focused thinker
- Professional, courteous and respectful manner dealing with a range of stakeholders (Board Directors, Government, Partners, Universities, Clients, Beneficiaries) in writing, over the phone, in person and via web channels
- Ability to see bigger picture, but tackle individual tasks at hand
- Genuine interest in and sound grasp of international development, international relations, mutually beneficial relationships, water pollution and depletion, sustainability, human rights and culture
- Willing to learn Objects of Corethics Ltd

Responsibilities

- Responding to and fulfilling requests from stakeholders
- Preparing marketing materials for stakeholders including powerpoint presentations, brochures, guides and other materials (Videographers / Graphic Designers & Photographers warmly welcomed)
- Co-ordinate and compile content from Corethics Ltd team (Bali and Newcastle)
- Preparing reports and pieces on our work for various stakeholders in various writing styles: academic, personal, call to action and reflective
- Undertake research into water, human rights, sustainability and culture with a focus on Bali, Indonesia;
- Provide support to and attend our advocacy/fundraising programs around Newcastle
- Be an Ambassador to Corethics by upholding our 8 corethics, supporting our vision and representing our cause
- Co-Create and lead social media campaigns
- Other ad-hoc tasks may include administration, planning, support to the Director and media relations.
- Bahasa Indonesia highly regarded however not essential

Benefits

- Opportunity to grow with us and secure an internship before moving into a Career
- Receive exclusive involvement in our projects
- Apply your University theory into practice
- Opportunity for training and support in areas of interest
- Learn the leadership skills of running and maintaining an International Development organisation
- Enjoy flexibility with your studies
- Get ahead in a competitive sector and secure employment after graduating
- Incentives for high-performers
- Opportunity to visit our projects in Bali
- Build a strong professional and personal network with us
- 5-10 hours per week
- Enjoy a co-working space atmosphere in the Newcastle CBD other businesses in this space include: architecture, graphic design, web design, interior design, writing project space, animation and fashion

To apply please prepare a statement addressing the attributes and responsibilities (should be no longer than 2 pages) along with your current CV and availability (wk/fortnight/month).

Successful candidates will be welcomed for an interview and induction.

For further information contact Director, Melissa McCabe contact@corethics.net +614 222 29 535

*Applications are always open and welcomed

October 2018