

## **ASYLUM SEEKERS CENTRE – VOLUNTEER JOB DESCRIPTION**

|                  |  |
|------------------|--|
| POSITION TITLE:  | Desktop Publisher                                |
| CLUSTER:         | Communications                                   |
| TIME COMMITMENT: | 8-10 hours per month (flexible hours)            |
| SUPERVISOR:      | Communications Coordinator                       |
| LOCATION:        | From home / Surry Hills                          |
| START DATE:      | Mid February                                     |
| TRAINING:        | Attendance at ASC Introductory Volunteer Session |

---

### **POSITION DESCRIPTION**

The Asylum Seekers Centre of NSW (ASC) is seeking skilled volunteers to support its Communications and Volunteer departments through the editing and designing of its quarterly and bi-monthly e-newsletter and newsletter.

The volunteer will assist with the implementation and coordination of ASC's communications needs and media strategy. This position will work closely with the Communications and the Volunteer Coordinator.

### **KEY DUTIES AND RESPONSIBILITIES**

The Desktop Publisher volunteer will assist with the design and execution of ASC's newsletters to supporters, volunteers and clients. He or she may also assist with website development. Specific responsibilities may include:

- coordinating content, layout and all other aspects of ASC's supporter e-newsletter and print version of newsletter
- Compile editorial content and ensure editorial accuracy as needed for the organisation's e-newsletter, including copy and images
- Editing, cropping and resizing images and photos
- Check preliminary and final proofs for errors and make necessary corrections
- Edit graphics and photos using pixel or bitmap editing, airbrushing, masking, or image retouching

### **SKILLS / EXPERIENCE**

- Excellent visual communications for print and online
- Experience and/or training in the Communications/Design field
- Experience in publication design with MS Publisher, InDesign, Quark Xpress or similar softwares.

- Strong organisational skills
- Able to meet deadlines, reliability and ability to work outside of a structured environment
- Knowledge of web-based software, content management systems and social media
- Desirable experience on Photoshop or similar softwares for photo editing

#### **VOLUNTEER BENEFITS**

- Making an invaluable contribution to community education and awareness
- A challenging and rewarding experience
- An opportunity to meet new people and share ideas
- An opportunity to keep abreast of the latest issues regarding asylum seekers
- Invitations to ASC events

#### **TRAINING**

Attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

---

#### **PEOPLE INTERESTED IN THIS POSITION SHOULD EMAIL**

- An expression of interest addressing skills and experience
- Current CV
- Details of 2 referees

**TO** [ascvolunteer@asylumseekerscentre.org.au](mailto:ascvolunteer@asylumseekerscentre.org.au)