

Volunteer Website Content Co-ordinator Recruitment

The Interfaith Network (IFN) of the City of Greater Dandenong believes in harm prevention by educating and empowering people to strive for harmony, to come together and collectively engage in building trust aiming for relationships that endure beyond any differences.

The IFN is seeking a Volunteer Website Content Co-ordinator. We are looking for a talented Web designer and content co-ordinator who would like to help the IFN increase its online presence and digital platform.

Key responsibilities include:

- Co-ordinating the updating and upgrading of WordPress website
- Updating the content on a regular basis
- Establishing and promoting design guidelines, best practice and standards
- Designing and implementing new features and functionality

Commitment:

- Be available to attend the IFN office in Central Dandenong once a fortnight for approximately 3 hours – times to be negotiated
- The opportunity to work from home at other times as negotiated
- Attend training and information sessions as required

About you:

- You have a good working knowledge of WordPress website
- You can conduct website performance testing and troubleshooting
- You can provide WordPress training to staff and volunteers
- You are friendly, enthusiastic and with good communication skills
- You can empathise with others as well as recognise and value diverse faiths and cultures
- You can problem solve and minimise risk
- You are willing to undertake training related to this role

Requirements:

- Current Police check
- Working with Children Check
- Double COVID 19 Vaccination
- Level 2 First Aid Training (training available)

Benefits to you:

- Attendance on a free public tour to Places of Worship
- Training opportunities
- Free attendance at IFN activities

Ready to take the next step?

- Email your expression of interest to executive@intefaithnetwork.org.au
- Potential volunteers will be invited to an interview to discuss the position