

## STUDENT OUTREACH COORDINATOR

### About Out for Australia

#### Our Organisation

Out for Australia (**OFA**) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment for which people can network, build relationships and assist each other in their professional journeys.

#### Our People

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

### Position Description

<b>Team:</b>	You will be part of two teams: <ul style="list-style-type: none"><li>• National Outreach Team</li><li>• State Team, based on your home state/territory</li></ul>		
<b>Reporting to:</b>	You will have two leaders: <ul style="list-style-type: none"><li>• National Outreach Director</li><li>• State Director</li></ul>	<b>Direct reports:</b>	N/A
<b>Time required:</b>	4 – 6 hours per week		

#### Purpose

We want every graduating student in the LGBTQIA+ community to know about the targeted support that OFA offers. From our mentoring program, to the thought leadership and role models we provide, to the wonderful events we hold across the country. This awareness relies on good relationships and networks with tertiary and higher education institutions.

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The Student Outreach Coordinator is part of a team responsible for fostering connections between OFA and tertiary and higher education institutions (including universities and TAFEs). As a Student Outreach Coordinator, you will assist in increasing our brand awareness and driving engagement amongst students and educational institutions across your home state/territory, developing and implementing outreach activities while leveraging your existing networks.

## Responsibilities

### Building and maintaining relationships (30%)

- Acting as the point of contact for one or more tertiary and higher education institutions.
- Leveraging existing networks or following new leads to establish strong relationships with tertiary and higher education institutions.
- Sharing and promoting OFA events and resources (including our mentoring program) with existing networks, tertiary and higher education institutions, students and recent graduates.
- Devising and implementing strategies to increase student awareness of OFA and our offerings.

### Active student engagement (40%)

- Engaging with key groups within particular universities and TAFEs, including student clubs and societies, faculty bodies, the student body queer collective, alumni groups, and OFA mentees on campus.
- Managing discrete projects in collaboration with student groups, including organising joint events and preparing joint communication/marketing or educational materials,
- Consider creative and tangible ways to increase brand awareness and positive perception of OFA amongst students and recent graduates, including to increase number of participants in our mentoring program and attendees at OFA events.
- Increase number of community organisations highlighted on OFA's communication channels, and manage related processes.

### Outreach strategy and portfolio participation (20%)

- Coordinate with the National Outreach Director to contribute to and implement OFA's National Outreach Strategy.
- Support outreach activities within your home state/territory and across the country, as required.
- Attend and actively participate in team meetings, as required.

### General volunteer expectations (10%)

- Undertake an OFA volunteer induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.

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- Uphold our volunteer code of conduct.
- Attend OFA Town Hall meetings and other organisation-wide activities as required.
- Assist with initiatives as required.

## Key skills and experience

### We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

### We Desire

- Current university student or recent graduate, or have strong connections or networks with at least one tertiary or higher education institution.
- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.
- Someone who is an active listener, with the ability to adapt and consider new ideas and ways of working.

## What you will get out of your role

- Give back to your community by supporting LGBTQIA+ students and young professionals to be their most authentic selves in the workplace.
- Receive ongoing training and skills development and mentorship.
- Build community relationships and extend your personal and professional networks.
- The opportunity to meet a wide variety of people within the community and forge genuine connections.
- Gain experience in people and culture processes and relationships management.
- The opportunity to craft a role based around your interests.

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## How to apply

To apply, you should email [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org), copying [recruitment@outforaustralia.org](mailto:recruitment@outforaustralia.org) and attaching the following:

- Cover letter of no more than one page or an audio/video recording of no more than five minutes.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

**Please use the Email Subject:** Application - Outreach Coordinator (Your State) (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact [ceo@outforaustralia.org](mailto:ceo@outforaustralia.org).

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.

Applications accepted on a rolling basis until positions are filled.