

## POSITION DESCRIPTION

<b>Position:</b>	<b>Volunteer Project Officer: Community Education</b>
<b>Reports to:</b>	<b>Education and Training Coordinator</b>
<b>Project Length:</b>	<b>May –August 2019 (Negotiable)</b>
<b>Hours:</b>	<b>Minimum of 2 days a week for the months of June, July and August. Must be available to volunteer for the full week from July 29th to August 2nd.</b>
<b>Location:</b>	<b>237 Lutwyche Road, Windsor, Q 4030</b>

## ORGANISATIONAL ENVIRONMENT

Children by Choice is a feminist not-for-profit incorporated association, providing counselling, information and education on all options with an unplanned pregnancy - abortion, adoption and parenting - since 1972. This temporary part-time position will be part of our small team of committed professionals and volunteers who are dedicated to achieving the objectives of Children by Choice.

Our vision is that all women can freely make their own reproductive and sexual health choices. The mission of Children by Choice is to:

- Support women by providing expert, all options pregnancy counselling, information and advice.
- Promote healthy reproductive choices through community education and professional development.
- Change the legal and policy framework as a leading advocate for reproductive choice and women's health equity.
- Key values underpin our work across all areas of the Association's activities. We are:
  - pro choice, woman centred and client focused;
  - ethical and evidence based;
  - non-judgemental and unbiased;
  - confidential and respectful;
  - committed to social justice, diversity and equity; and
  - dedicated to promoting self-determination.

## KEY RESPONSIBILITIES

The volunteer project officer role supports the organisation's community education team to hold the Unplanned Pregnancy and Abortion Conference in Brisbane on August 1<sup>st</sup> and 2<sup>nd</sup> 2019. The conference will comprise of guest speaker presentations, interactive panel discussions and specialised workshops focusing on improving reproductive choice for Queensland women. These professional development opportunities are targeted at health practitioners, academics, allied health professionals, GPs, nurses, community workers etc. who support women experiencing an unplanned pregnancy or those interested in this area of reproductive health.

- To assist in the planning and promotion of the conference and events, including registration intake, dealing with enquiries and logistics
- To liaise with and support event guest speakers, including providing technical support for presenters
- To undertake a review and evaluation of the conference and related events, including the compilation of a conference report

### General

- Collaborate effectively with other team members, including shared projects, staff meetings and day to day activities.
- Assist and support other staff members when they may be experiencing a peak workload or high demand period.
- Plan your time effectively to manage competing demands, including work/life balance.
- Observe the policies and procedures of the organisation, such as Workplace Health and Safety obligations.
- Contribute to Children by Choice's organisational activities, such as attending events and/or meetings after hours.

## **SELECTION CRITERIA**

### **Essential**

1. Commitment to the vision, mission, values and objectives of Children by Choice, including a woman's right to choose abortion.
2. Excellent administration and communication skills including written, verbal and interpersonal skills
3. Highly organised with the ability to work collaboratively and effectively within a small team environment to meet deadlines.
4. Skills and ability in using design software packages such as the Microsoft Office and the ability to use the internet, email effectively and efficiently.

### **Desirable**

- Experience in event management or community education