



## MARKETING ASSISTANT – VOLUNTEER OPPORTUNITY

### ROLE DESCRIPTION

We are looking for a volunteer who believes in our Vision and Mission to help support our organisation with consistent, timely and effective marketing activities.

The role would require 1 day per week attendance at the WLSWA office and involve the following responsibilities:

- ✚ Coordinate the planning, production and distribution of content across social media
- ✚ Manage and maintain the WLSWA website (Wordpress)
- ✚ Monitor and report on the performance metrics of all channels
- ✚ Create and coordinate publications including assisting in the production of the Annual Report
- ✚ Create, coordinate and distribute an e-newsletter
- ✚ Assist in general marketing messaging incorporated in speeches, funding proposals and other external engagement
- ✚ Assist in occasional event planning

The role would suit someone with hands on marketing experience or a student seeking formal work experience. Flexibility in the arrangement can be discussed.

You will be part of an exciting stage in the WLSWA journey with an incoming CEO and a refreshed Board with ambitious plans to meet our 2019-2023 Strategic Plan.

### HOW TO APPLY

Please email a CV with a short two/three paragraph email as to why you would like to volunteer in this role for WLSWA to:

Julie Whitlock  
Board Member  
Women's Legal Service WA  
[jwhitlock20@gmail.com](mailto:jwhitlock20@gmail.com)  
Ph: 042 112 9840

All applications will be treated in strictest confidence.

We look forward to hearing from you.

## ABOUT WLSWA

As a specialist not-for-profit Community Legal Centre, WLSWA is the only standalone Women's Legal Service in WA. It is a leader in the sector. WLSWA provides accessible legal services on a non-discriminatory and equitable basis to women facing disadvantage in Western Australia.

From a gender equality perspective, we work to redress inequalities in the legal system that adversely and disproportionately affect vulnerable women. This is particularly in respect of victim/survivors of domestic and family violence who need expert assistance in family law, child protection and compensation for criminal injuries. We advocate for clients and educate stakeholders about these issues, operating holistically to empower and assist women with the common legal issues that they face.

### **VISION**

Justice for Women

### **MISSION**

We provide legal services, education and advocacy to empower all women to make informed decisions and access just and equitable outcomes

### **VALUES**

**Justice:** We promote equitable access to justice

**Equality:** We uphold gender equality and cultural diversity

**Integrity:** We work with honesty, professionalism and dedication

**Leadership:** We drive law reform and lead public debate

**Respect:** We care for our clients and each other

WLSWA is at a critical stage of a strategic sustainability journey. Our 2019-2023 strategic plan includes plans for growth of services to meet our clients' needs and increasing client demand, securing alternative and sustainable sources of funding, realising efficiencies in our operations as well as expanding our volunteer program to expand our service delivery. We do all of this in the pursuit of making a difference to women in WA and to ensure we are advocating for an equal and just future for women in WA.