



## NEWS WRAP CURATOR (Volunteer) Position Description

We're looking for a driven and committed volunteer to assist in curating Environment Victoria's News Wrap, a daily summary of the latest stories on environment and climate change, delivered to inboxes each weekday morning before 9am.

This role would suit an early riser who is already following environmental news on a daily basis.

### Time commitment

Each wrap takes about 1 hour to complete. We are looking for volunteers who can commit to doing the wrap for at least 3 mornings per week.

### Location

Environment Victoria is located in Carlton, Melbourne. But this role can be completed anywhere with internet access. Initial training can be provided online or face-to-face.

### Responsibilities

- Use Environment Victoria's news monitoring system to identify the day's top news stories on climate change, healthy rivers and nature and sustainable living.
- Paste the news links into Environment Victoria's code builder (training provided)
- Send the News Wrap to 550 subscribers by 9am each weekday.

## Desirable skills

- Reliability is important – the News Wrap needs to be delivered consistently to keep our community up to date.
- Existing interest in environmental issues, as it can help with judging which stories to include.
- Interest in a career in media/journalism or not-for-profit communications, as the job gives good training in the political/media cycle.
- Experience with MailChimp or Google Sheets.
- Very basic understanding of HTML is preferable but not essential.

## To Apply

Send a current resume and a short cover letter to the address below

Email: [comms@environmentvictoria.org.au](mailto:comms@environmentvictoria.org.au)

*Applications close January 25*

## About Environment Victoria

Independent and not for profit, we've been campaigning to look after Victoria's environment since 1969. With more than 40 grassroots member groups and 100,000 individual supporters, we're a growing community of Victorians standing up for a safe climate, healthy rivers and a sustainable future.

For more information about Environment Victoria, visit our website:

[www.environmentvictoria.org.au](http://www.environmentvictoria.org.au)

For more information about the position, contact Greg Foyster on (03) 9341 8125, or [comms@environmentvictoria.org.au](mailto:comms@environmentvictoria.org.au)