



Geelong Mums



St Kilda Mums



Eureka Mums

- **MARKETING & FUNDRAISING ASSISTANT**
- **Clayton-based**
- **Part-time (22.8 hours per week)**

About St Kilda Mums

Our vision is to **waste less, share more and care for every baby and child.**

We are a volunteer-powered organisation with a small team of paid staff. Our mission is to rehome pre-loved nursery goods to support Victorian families in need while saving the earth's precious resources.

St Kilda Mums, Geelong Mums and Eureka Mums (St Kilda Mums Inc) collect, sort and redistribute essential nursery equipment, clothing, books and toys for babies and school age children in response to orders from a statewide network of social workers and Maternal & Child Health Nurses.

About the role

This exciting role is required to help position our organisation for significant growth as we rapidly move towards helping 20,000 babies and children each year, with the dream of reaching **every** child experiencing disadvantage in Victoria.

We're looking for a tech savvy **Marketing and Fundraising Assistant** with lots of initiative and strong administrative skills to join our passionate Fundraising and Communications team.

This is a varied, entry-level, role providing broad support to the team, across fundraising, communications, events and administration tasks.

You'll be responsible for generating highly engaging content across our digital platforms (including copywriting, photos and videos), so social media planning, Facebook advertising and Google Adwords and Analytics should be second nature to you!

Other responsibilities within this role include supporting the administration of our corporate volunteer program, working on events, and assisting with fundraising administrative tasks. There is also the opportunity to gain experience in our grants program.

What we're looking for

Most important is your willing attitude and can-do approach. St Kilda Mums is a fast-paced environment, and we're looking for someone who doesn't mind getting their hands dirty, is happy to be flexible, and understands the importance of working as a team.

We're looking for someone confident in liaising with a variety of internal and external stakeholders, including sourcing case studies and stories from the community and our amazing volunteers!

We need you to be tech savvy (we're a cloud-based organisation and we were born digital!), and to work efficiently and proactively on a variety of tasks.

As well as digital marketing and administration experience, it would also be advantageous to have:

- Experience with a CRM (Salesforce experience is well regarded!)
- A degree in Communications or Marketing (advantageous, but not essential)
- Skills in visual design (Photoshop, Illustrator and InDesign)

The Team

The role will be an integral part of the Fundraising and Communications team, supporting all three of our branches.

Based in our (soon-to-be!) new site in Clayton, this role is part-time (FTE 0.6 / 22.8 hours per week). We offer a flexible environment, and hours can be spread between three to five days. We ask that two of the days are **Monday and Tuesday** due to current resourcing in the team.

This is a fantastic opportunity to further develop your skills while helping us to achieve our vision to waste less, share more and care for every baby and child.

How to apply

Please email your Resume and Cover Letter (in one document), **outlining how your skills and experiences fit the above competencies**, to jobs@stkildamums.org

Please note we will assess applications as they come in, so early applications are encouraged.

All offers of employment are subject to a satisfactory Police Check and provision of a valid Working with Children Check prior to commencement. To be considered for this role you must have the right to live and work in Australia.