

Role: Website Coordinator and Podcast Producer

Summary: This role leads NCWV's digital modernisation efforts, focusing on website coordination and podcast production. The ideal candidate will work closely with the executive committee and external partners to enhance NCWV's online presence and create engaging audio content for members.

Required

1. Collaborate with the NCWV executive committee to update existing website content.
2. Liaise with external website creators to migrate the website from the old to the new platform and upload newsletters, publications and member quotes.
3. Develop and implement processes for efficient ongoing website management and content updates.
4. Identify suitable presentations for podcast conversion, ensuring proper release forms are obtained.
5. Create, edit, upload, and manage podcasts for member access.
6. Establish systems for podcast production workflow and secure storage of presentations and release forms.

Position: Website Coordinator and Podcast Producer Intern

This internship provides a unique opportunity to gain hands-on experience in digital media, marketing, and communications within a non-profit setting. As the Website Coordinator and Podcast Producer Intern, you'll play a key role in modernising NCWV's online presence.

Key Responsibilities:

1. Assist in website content updates and management
2. Collaborate on website migration with external partners
3. Help develop podcasts from presentations
4. Create processes for content management and podcast production

What You'll Gain: This role requires a blend of technical and soft skills that are highly sought after in today's job market, especially in digital media, marketing, and communications. You'll be able to build a diverse work portfolio while gaining valuable insight into non-profit operations. This experience will equip you with practical skills in website management, content creation, audio production, and project coordination - all essential for a career in digital communications.

Ideal candidates will have a basic understanding of web content management, an interest in audio production, excellent communication skills, and a strong desire to learn. If you're a student eager to apply your classroom knowledge to real-world projects and build a professional network in the non-profit sector, this internship is tailor-made for you.

Financial support is available from the Sylvia Gelman Bequest to attend National Council of Women Australia Meetings and ICW Asia Pacific Regional Council Meetings.

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Patron in Chief: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria