

Volunteer Position Description: BDS Australia Social Media Volunteers.

Purpose of the Role

Help improve and maintain BDS Australia social media presence by ensuring important posts are shared promptly, collaboration requests are accepted, approved content is shared, and occasional content is created using existing templates when required, with guidance provided by the APAN Campaigns Lead. This volunteer position will help to keep our channels active and responsive while supporting our campaigns and growing our community.

We hope to take 3 - 4 volunteers on, to work in a supportive team environment on a rotating schedule.

Key Responsibilities

- Check our social media account(s) each day (approximately 15–20 minutes).
- Accept collaboration requests on approved posts from partner organisations.
- Re-share BDS content from approved partner organisations and campaigns, following our social media guidelines
- Monitor the campaign group chat for approved social media tiles and other content to be posted organically.
- Monitor notifications for anything requiring attention.
- When requested, create simple social media graphics or posts using provided Canva templates and approved messaging.

Time Commitment

- Weekly rotating roster shared between 3–4 volunteers.
- Approximately half an hour per day during your rostered day.
- Occasionally up to 30–60 additional minutes when creating content for a campaign.

Skills and Experience

- Comfortable using Instagram and Facebook.
- Proactive, organised and able to work independently with good initiative.
- Good judgement and able to make day-to-day decisions within our social media guidelines.
- Good attention to detail.
- Reliable and able to check the account and group chat each day during their rostered week.
- Experience with Canva and basic graphic creation is highly desirable.

Training and Support

- Short induction into our social media processes.
- Access to templates, brand guidelines and a list of approved accounts to re-share.

- Guidance and feedback while becoming familiar with our tone, priorities and digital personality.
- Ongoing support from the Campaigns Lead for questions or situations that need escalation.
- We encourage volunteers to work autonomously. Once you're familiar with our approach, you'll be trusted to manage the day-to-day social media tasks during your rostered week, seeking guidance only when something falls outside our usual processes.

What You'll Gain

- Experience managing social media for a purpose-driven organisation.
- Skills in digital communications and content creation.
- Flexible volunteering that can be done from home.
- The opportunity to help amplify campaigns, make a meaningful difference for Palestine and connect with our community.

How to apply:

Please draft a short, one-page cover letter outlining your relevant experience and skills. Include any examples of graphics or content you may have created, or accounts you may have managed.

Send your application to molly@apan.org.au (putting your letter in the body of an email is fine!)