



Friends of the Earth Australia

Database Coordinator

As part of the People of Colour (POC) Placement program, Friends of the Earth are looking for someone who loves using NationBuilder to advance social and environmental justice issues.

Friends of the Earth Australia is a federation of autonomous local and affiliate groups who are working towards an environmentally sustainable and socially equitable future. Friends of the Earth functions both through the activities of its local and affiliate groups, and on the national level through national campaigns and projects, appointed spokespeople, and national liaison officers.

Friends of the Earth is an anti-hierarchical organisation which uses consensus decision making processes. This means there are no bosses and everyone gets a say in how the organisation is run and the strategic direction our campaigns take.

This is a participant role in Democracy in Colour's POC Placement Program - an on-the-job training program for campaigners of colour. This program is about finding emerging campaigners of colour, supporting their talent, and pushing organisations to centre their voices for real, lasting change. It places emerging leaders in paid traineeships in advocacy NGOs alongside a training and mentoring program run by Democracy in Colour. As part of the program, you will work within Friends of the Earth, and spend on average a half day per week participating in training and professional development as part of the placement program.

Contract: 4 days/ 32 hours per week (12 months) or 0.8FTE

Wage: \$57,824 plus superannuation (9.5%)

Friends of the Earth have a flat wage structure.

Conditions:

- Position is based at Friends of the Earth Melbourne's campaigns office at 312 Smith St, Collingwood VIC

- The position is subject to a probationary period of three months.
- The position is responsible to the Friends of the Earth Australia Secretariat and Committee of Management

Key tasks and responsibilities:

- Manage and maintain database and functionality
- Provide support for member groups with NationBuilder accounts
- Administration of digital assets (G-Suite, Domains, other digital campaigning platforms etc)
- Participate in collective decision making

Selection Criteria:

Essential

- Excellent skills in database management using NationBuilder
- Knowledge of policies and procedures relating to data management
- A commitment to environmental and social justice
- Experience working with diverse communities and/or those affected by climate change or environmental injustice
- Lived experience in cultural and ethnically diverse communities

Desirable

- Experience working in a collective, consensus based organisation
- Working knowledge of Zapier, Google Analytics, Call Hub or other similar digital tools
- Experience in developing successful digital campaigning strategies
- Experience with a range of cloud based applications, like Shopify, Chuffed, EventBrite etc.
- Experience in graphic design or web development
- Understanding of not for profit finances, especially with Xero
- Project management skills

To apply please fill in this online form>> foe.org.au/job

Applicants are also requested to email phil.evans@foe.org.au using the subject line: Database Coordinator by 6pm on 15th March 2020

Applicants must submit the 2 following documents to be considered:

1. Your CV
2. A written response to the key selection criteria, which should address all of the essential selection criteria and provide evidence and examples to support your responses (maximum two pages)

For any further information please contact Phil Evans, phil.evans@foe.org.au or on +61 3 9419 8700.