

position:	ONLINE CONTENT TEAM
reports to:	content producer
status:	volunteer
expectations of volunteer hours	4-8 hours per week
direct reports:	n/a
term:	12 months
location:	225 Bourke Street Melbourne
training provided:	introduction to JOY 94.9

JOY 94.9 is a high profile community radio station in Melbourne, the station is looking for an enthusiastic and experienced person to join our team of volunteers. The position is best suited to a person with broad knowledge of online media and content development, to work for a station that is truly unique in the Australia media landscape.

position overview - the purpose of the position is:

The online content team work as volunteer members of the organisation, they are responsible to develop, create and promote online content for JOY 94.9 (working under the direction of content producer); also working collaboratively with all operational areas of the station to ensure all online content is appropriate and aligned to the JOY purpose and mission statement.

(this is a shared role and is performed by more than one volunteer where each person performs any or all of the following tasks – tasks will be allocated on a project by project basis)

key responsibilities

- develop, create and promote online content for JOY 94.9 (in consultation with the content producer)
- proactively maintain program web pages, blogs, podcasts, and social networking lists etc up-to-date; including gathering images (working with volunteer photographers / designers) and interviewing program presenters
- audit pages / lists to ensure consistency of content across the website, including use of correct images and ensuring content is up to date and written correctly (under the guidance of the content producer and marketing manager)
- create content on the JOY social networking lists; eg. Facebook, Twitter, MySpace, and JOY highlights blogs (work with the content producer and marketing manager)
- observing social networking trends
- assist with the creation of promotional content for JOY special events, up-coming interviews, podcasts, programs, merchandise and the JOY CD on JOY website and social networking lists
- develop new ways of creating cross platform content (work with the content producer)
- develop and implement a strategy to promote the website and social networking lists as a way to access JOY content
- develop content for the community section of website, including the development and maintenance of accurate listing for community group details
- develop community focused content to be used as a resource by visitors to JOY website (work with the content producer)
- moderating website content (once this functionality is developed)

other - all volunteers

- undertaking research to develop resources, information and material to use for the activities related to this role
- attending to correspondence; sundry office and administration tasks; filing; and ad-hoc tasks allocated by team manager or general manager
- assisting with arrangements for station promotions, special and ad-hoc events
- providing reports to team manager, as required
- referring complaints / issues to team manager or general manager
- all position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards, and:
 - ensure adherence to the JOY Melbourne Inc. constitution
 - comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.

key selection criteria

required skills / knowledge - contribute to the success of JOY94.9 through:

- broad knowledge of online media / content development
- (must have) experience with use of social networking platforms
- self-starter with imagination and a flare for innovation
- ability to work without guidance once a project is agreed
- (preferred) HTML coding, CSS experience, understanding of web practice (eg. usability / accessibility requirements)
- team oriented - demonstrate that cooperation will result in the best outcome
- sound interpersonal skills - communicate effectively with a variety of people across a broad spectrum
- sound administration, coordination, organisational and time management skills
- sound written and verbal communication skills
- range of computer skills
- sensitivity and understanding of the GLBTI communities
- develop an understanding of the Station policy and procedures
- demonstrated commitment to the aims and objectives of JOY 94.9

academic qualifications

- not applicable

other

- all volunteers are required to be a financial member of JOY 94.9 and maintain the membership during the term of their volunteer status - membership of JOY is governed by the JOY constitution - a copy of the constitution is available from the JOY website.

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application process:

- to apply for this position, email a cover letter outlining your suitability and interest in the position and attaching your resume to jadeq@joy.org.au
- we will contact suitable applicants to arrange an interview

JOY melbourne inc.

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