

# EMAIL AND CONTENT MANAGER



Oaktree is an ambitious not-for-profit, with the mission of empowering young people to lead, demand and create a more just world. We develop programs and volunteering experiences that allow young people to realise their potential, and see just what they're capable of. And as with any organisation, Oaktree needs a solid foundation to make this dream a reality.

In the Community Engagement portfolio, we're responsible for leading our work that engages with communities across Australia (as the name suggests). This includes fundraising and grassroots campaigning, digital communications, and managing partnerships with external people who support our work.

The Communications team is looking for a brand new Email Manager (the shinier the better!). So, if you've got an eye for detail, a knack for writing great content and a hankering to learn all there is to know about email management, we want you!

## As Email and Content Manager, a typical day might look like:

- Working with the Communications Director to develop email journeys, lists, content and strategy.
- Exploring innovative uses of our email platform.
- Managing a team of communications officers, editing drafts and providing regular feedback.
- Track and monitor email data.
- Overseeing the website copy and ensuring all digital content is up to date.

## Who we are looking for:

- You're deeply passionate about youth empowerment and social justice
- You're a quick learner and ready to get stuck into it
- You've got experience in copywriting and messaging
- You're excited to learn and develop new skills

***We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward!***

## What you will get out of it:

- Access to training and development opportunities you can't easily get anywhere else! The work of volunteers is a mixed bag so you're sure to pick up some new practical skills that can be applied to different career avenues.
- Experience in segmenting audiences and supporters for email journey; experience creating messaging guides and communication strategies.
- An amazing opportunity to collaborate with and manage an energetic team of young volunteers who are leading the movement to create a more just world.

**Time commitment:** 2 days a week | This role is voluntary

**Reports to:** Director of Communications | Samantha Chew

**For questions:** [s.chew@theoaktree.org](mailto:s.chew@theoaktree.org)

**Applications close:** Monday 2nd Aug 2021 11:59PM

**Apply at:** <https://form.typeform.com/to/TG8M31NM>