

Ten Lives Volunteer Position Description

Position title	Volunteer Creative Assistant
Description	We need to spread the word far and wide about what we do at Ten Lives and our kitties looking for their forever homes, so we need creative people to help us produce social media content along with printed marketing materials. We need all types of creative skills – photography, videography, editing, graphic designing and writing – and work can be done in the Centre or virtually. The role is perfect for corporate volunteering, students or graduates.
Supervisor	Marketing and Communications Manager
Location	At the Centre or virtually
Hours of work	Flexible
Time commitment	In general, we ask that volunteers commit to an ongoing volunteering period of at least three months, however there is some flexibility with creative volunteering for one-off projects.
Responsibilities	<p>Creative responsibilities are varied, depending on skill set. Our needs include:</p> <ul style="list-style-type: none"> • Taking video footage of cats • Taking photos of cats • Editing video footage • Editing photos • Editing website and Facebook content • Designing graphics • Writing content for website, newsletters, brochures etc • Adhering to Ten Lives Workplace Health & Safety Policies and Procedures
Skills required	<ul style="list-style-type: none"> • Creative skills as required (video/photo/editing/design/writing) • Excellent interpersonal/communication skills • Customer service mindset • Ability to work well in a team and follow direction • Attention to detail • Reliability • Commitment to animal welfare • Police check
Skills gained	<ul style="list-style-type: none"> • Hands-on creative and marketing experience • Training and career pathway opportunities • Knowledge of Ten Lives Cat Centre • Being a part of a not-for-profit organisation making a huge difference to feline welfare in Tasmania
Benefits to Centre	Our Marketing and Communications department consists of one! He does an amazing job but desperately needs help with all those time-consuming jobs that take him away from the bigger picture. Creative volunteers free him up to work on more strategic projects, which mean even more cats find their forever homes.
Benefits to volunteer	This role provides an excellent opportunity to gain hands on creative and marketing experience as well as contribute to our cats finding their forever home. This is a great role for those interested in adding to their portfolio or who would like to give back to a cause close to their heart.
Training	Ten Lives provides Induction as well as training on Centre procedures and health and safety. Any marketing and communication training is on-the-job.

