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| TITLE | NSW Election Campaign Volunteer (two roles available) |
| JOB TYPE | Volunteer, 2-6 hours per week, December – March |
| LOCATION | Sydney/NSW preferred |
| COMMENCEMENT DATE | December 2022 |
| STRUCTURE REPORTING | Reports to the National Community Campaigner |
| CLASSIFICATION LEVEL/AWARD | N/A |
| SALARY | N/A |

Key Responsibilities

- Assist the National Community Campaigner and NSW Campaigner in generating usable data around key electorates, candidates and their contacts for the NSW State Election.
- Maintaining and updating a contact list of candidates for the NSW State Election, including email, office address and social media accounts.
- Maintaining a list of important events, e.g. candidate forums.
- Maintaining a list of locations and activities in key electorates for our grassroots organising team, e.g. letterboxing.
- Ensuring grassroots electorate organising teams have received and printed appropriate resources when necessary.
- Other jobs within the scope of this role as directed by the National Community Campaigner.

Selection Criteria:

1. Demonstrated database management skills.
2. Proven research skills.
3. Political awareness of local issues and NSW state politics.
4. Friendly demeanour and ability to work alongside volunteer teams.
5. Community Organising experience desirable but not essential.

Key Position outcomes

- Develop and maintain a database of candidate contacts to assist BBF's weekly Fridays4Forests digital action.
- Identify and alert the National Community Campaigner and NSW Campaigner of any important events or opportunities for constituent engagement in key electorates.
- Keep succinct record of grassroots electorate activities (e.g. leafletting, letterboxing) including volunteer rosters.