

# Position description

## COMMUNICATIONS AND DIGITAL ENGAGEMENT VOLUNTEER

<b>Role title:</b> Communications and Digital Engagement Volunteer	<b>Status:</b> Volunteer role, 2 days per week (unpaid)
<b>Location:</b> Richmond, VIC	<b>Hours:</b> 13 –16 hours per week
<b>Reports to:</b> Communications team	

## About National Nutrition Foundation

National Nutrition Foundation is an independent, national not-for-profit organisation that enables Australians to enjoy nutritious foods and drinks through collaborations, programs and services, and advocacy initiatives. With a proud 45-year history, NNF works to improve food environments and nutrition outcomes across Australia.

## The role

The Communications and Digital Engagement Volunteer will support the Communications function by drafting and publishing clear, consistent and engaging content across National Nutrition Foundation programs and campaigns. This will include the website, e-newsletters, resources and media releases. The role focuses on communicating NNF programs, initiatives and impact, supporting community engagement, and helping ensure messages are accurate, accessible and aligned with NNF priorities.

This is a hands-on learning opportunity for someone looking to build real-world experience in communication within the not-for-profit and public health sector.

### Key responsibilities

- Draft and design communications content
- Draft and update website copy and prepare content for NNF e-newsletters
- Help plan and maintain a communications content calendar, including key messages, themes and publication dates
- Draft media releases (and short media statements where needed) and support internal review and approvals before publication
- Update NNF resources and publish on our websites
- Work with the team to ensure content meets NNF tone of voice, style and approval processes, and aligns with NNF values and priorities

- Contribute ideas for storytelling and impact communications, including ways to highlight NNF resources, partnerships and outcomes

## Skills and experience

- Experience or strong interest in communications (digital, community or organisational communications)
- Ability to plan content and translate key messages into clear, audience-appropriate copy
- Strong writing and editing skills
- Excellent communication skills, including using plain language and engaging respectfully with diverse audiences
- Canva skills are essential
- Grant writing experience is desirable
- Mailchimp and WordPress skills are desirable
- Experience working with Monday.com or a similar tool is desirable

## What you'll gain

- Practical experience working with a national not-for-profit organisation
- Hands-on experience supporting communications across website, program content and e-newsletters
- Hands-on experience supporting digital communications and community engagement
- Mentorship and guidance from an experienced communications team

## How to apply

To express interest in this volunteer opportunity, please email your CV to [hello@nnf.org.au](mailto:hello@nnf.org.au) with the subject line "**Communications and Digital Engagement Volunteer**". Please include your availability (days/times) and a brief note on why you're interested in NNF.