



Volunteer Title:

One Just World Internship

Background:

International Women's Development Agency Inc (IWDA) is committed to collaborating with project partners and stakeholders to promote and support dialogue in relation to women, gender and development. As part of an ongoing strategy to advocate for best practice in the sector and increased public understanding about issues relating to gender and development, IWDA is partnering with World Vision Australia and the Australian Agency for International Development (AusAID) on a national development dialogue, *One Just World: Think, Talk, Act on Global Poverty and Development*. Each forum will feature three key speakers discussing different topics relating to development and global poverty, and provide an opportunity for audience questions and discussion. IWDA will assist with ensuring that gender is integrated in each session.

Position Objective:

The primary objective of this position is to assist with the administration and running of the One Just World series, through moderating the discussion board on the website, producing gender briefing notes on specific topics to support speakers, promotion of OJW including through drafting short articles for newsletters and websites, and contacting relevant groups and networks in host cities ahead of each lecture to encourage participation.

Specific Duties:

- 1 Moderate discussion boards on website
- 2 Produce gender briefing notes for speakers
- 3 Promote OJW
- 4 Draft text about OJW for inclusion in newsletters, email updates and similar
- 5 Contact relevant groups and networks in host cities
- 6 Various administrative duties relating to OJW

Required Skills / Personal Qualities:

- International Relations, Gender Studies or International Development student
- Communication experience with interest in gender and development
- Facebook/Myspace experience helpful (if so, please provide URL)
- Excellent written skills
- Sound understanding of gender and development issues
- Research skills
- Ability to work independently
- Organised, creative and resourceful



Location: IWDA office, Level 4, 255 Bourke Street, Melbourne 3000

Key Relationships:

Supervisor: Jo Crawford,
Manager: Melissa Birks, Strategic Partnerships Manager
Office Manager: Elsie Lardner
Other staff as required

Applications

To apply please send a resume and cover letter to ojw_internship@iwda.org.au no later than 5pm on Wednesday 30 July 2008.

Specific Terms:

1 day per week with the possibility of increased hours as the series develops, commencing week of 11 August 2008.

To carry out duties in a manner that accords with the general philosophies and directions of IWDA.

This is an unpaid position, but may contribute towards academic credit if arrangement is made with educational institution.

Agreement To Be Signed

I accept the position as stated in the job description, and agree to work under the conditions set out in IWDA policy documents.

Date:

Name of Intern:

Signed by Intern: _____

I agree to supervise this person as a volunteer, providing direction, support and encouragement.

Direct Supervisor: Jo Crawford

Signed by Supervisor: _____

Executive Director: Jane Sloane

Signed by Executive Director _____