



EDMUND RICE INSTITUTE FOR SOCIAL JUSTICE,
FREMANTLE

LIBRARIAN – SOCIAL JUSTICE EDUCATION RESOURCES: INDEXING AND ARCHIVING

Placement Site:	Edmund Rice Institute for Social Justice – Fremantle
Site Description:	The Edmund Rice Institute for Social Justice works to build community commitment and capacity to act and reflect around matters of social justice and human rights. Our Institute seeks to promote action and thought that might assist better outcomes for entire societies and for the least fortunate in particular.
Address:	24 High Street, Fremantle WA
Telephone:	(08) 9432 2410
Email Address:	volunteers@erisj.org.au
Website:	www.erisj.org.au
Contact Person:	Volunteer and Internship Coordinator
Time Commitment:	6 hours per week
Position Description	
	Listing and labelling all on site and existing resources, including newspaper articles. Cutting out Social Justice articles in newspapers, or other items pertaining to the Institute. Developing and maintaining a resource database. Develop resources for use in the Institute, e.g. booklets, handouts, etc. Research and develop a list of suitable resources, costs and point of access. Identify avenues of funding to purchase resources.
Desirable Skills / Attributes:	Computer: Access programme, database and internet skills Resource indexing and archiving experience Able to develop resources Motivated people who are interested in Social Justice and Human Rights issues Ability to work with minimal direction Understanding of Resource Development and Management
Supervision / Support :	Volunteer and Internship Coordinator will provide supervision and support as required.
Training/Induction:	Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.
Fee Structure:	A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.