



PUBLICIST & MEDIA ADVISOR

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 centre 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:	To be negotiated

Position Description

The Publicist/Media Assistant will prepare materials for promotional purposes and write articles for newspaper publication, magazines and other forums. Assist in preparing and writing interviews for visual and audio media. Providing assistance and advice on media opportunities and strategies.

Desirable Skills / Attributes:	Experience in publication and promotion Knowledge of the media industry Knowledge of successful interview skills and techniques Experience in preparation of written interviews for visual and audio media Computer skills including knowledge of appropriate multi media programs Be courteous and have an excellent telephone manner Strong time management and organisational skills Motivation and interest in Social Justice and Human Rights issues Ability to work with minimal direction
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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.