



## **Internship (voluntary): Communications & Marketing**

The Bower Reuse & Repair Centre seeks a motivated communications intern to assist with organising events, writing newsletter and website content, maintaining image library, producing communications materials such as flyers and posters. This is a 6 - 8 month placement for 1 - 2 days/wk, commencing in May 2017.

### **About The Bower**

The Bower Reuse & Repair Centre is an award-winning environmental charity based in Marrickville. Our aim is to stop usable items from entering landfill. We do this in several ways:

1. By providing a free Collection & Rehoming Service to 21 council areas across Sydney
2. Hosting Australia's first Repair Café weekly at Marrickville and monthly at Parramatta
3. Running educational workshops teaching basic carpentry and furniture restoration skills
4. By running two second-hand stores (Marrickville and Parramatta) to provide low-cost good quality furniture to the whole community
5. By providing free furniture to asylum seekers and refugees who are setting up home in Sydney

We are a small team who are passionate about saving items from going to waste. In 2016 we opened a second store at Parramatta in order to provide our services to Sydney's western suburbs.

### **About the internship**

The Bower is seeking an intern to assist with a wide range of communications/marketing/events activities. The position will enable the applicant to be involved with a dynamic team with multiple areas of interest. This is a 6 - 8 month placement, commencing in late May 2017.

The position involves:

- \* researching opportunities for promoting the Marrickville and Parramatta shopfronts e.g. working with other local community organisations
- \* writing content for our monthly e-newsletter and maintaining the database of subscribers
- \* assisting with organisation of and logistics for events such as our annual fundraising auction
- \* assisting in the promotion of our new online store
- \* producing content for communications materials such as flyers and posters
- \* photo and video editing
- \* sorting and maintaining our image library
- \* assisting with social media marketing e.g. taking photos, writing content, analysing response rates

The position requires a certain amount of autonomy and self-starter characteristics. You will be mentored and overseen by a former UTS communications graduate with 20 years' experience in communications and marketing for non-profit organisations. This is a 1 or 2 day per week placement, flexible with your needs and availabilities.

**Skills/knowledge required:**

- \* excellent written communication skills
- \* ability to effectively research and compile information in easy-to-read formats
- \* good time management skills and self-starter
- \* knowledge of creating/maintaining Facebook events
- \* experience using Word, Excel, Outlook
- \* knowledge of HTML web design desirable but not essential
- \* basic graphic design skills desirable but not essential

**How to apply:**

To apply, please email to [media@bower.org.au](mailto:media@bower.org.au) a cover letter addressing how you meet the skills/knowledge required with examples of your own experience in those areas (which could be how you manage your time as a university student, for example) and a short 1-page summary CV. Please advise your availability in hours and days of the week you are able to commit to this role. Applications close 19 April 2017.