VANISH

The Victorian Adoption Network for Information and Self Help

VOLUNTEER OPPORTUNITY

2 days per month - North Melbourne

VANISH is seeking a Volunteer Communications Assistant to assist in promoting greater awareness of adoption issues and services. The role involves researching opportunities to use regional print media, online resources, community newsletters, and local radio, and creating a calendar showing media deadlines.

Key Requirements are:-
- Computer literacy (basic word, outlook and excel);
- Commitment to privacy and confidentiality;
- Basic research experience including using the internet;
- Interest in and respect for the post-adoption community;
- The ability to self-motivate and work independently; and
- Availability to work one day per fortnight or half a day per week.

As a volunteer you can benefit through gaining experience of working in a unique and specialised organisation; developing a deeper understanding of issues relating to having been adopted or separated from a child for adoption; attendance at VANISH events; and relevant in-service training. VANISH will reimburse reasonable travel expenses and provide a modest meal allowance.

To find out more, please contact VANISH by telephone or email **info@vanish.org.au** and ask for the position description. The deadline for a two page expression of interest will be 15th January.

1300 VANISH or 9328 8611
www.vanish.org.au