

Position description: Website Editor

The Australia-Indonesia Youth Association is a non-government, youth-led organisation that aims to better connect young people in Australia and Indonesia to each other and to Indonesia- related opportunities. AIYA's objectives are threefold:

- **connecting** young Australians and Indonesians to each other, and to opportunities to develop careers on or in Indonesia;
- **informing** young people about avenues for engaging with Indonesia and Australia;
- **inspiring** business, governments and other organisations to facilitate youth engagement between Australia and Indonesia.

Volunteer position	Website Editor
Starting date	Immediate
End date	June, 2014
Reports to	Director of Communications, Director of Operations and Executive Director.
Role	The Website Editor will work under the direction of the Communications Director and existing guidelines to coordinate AIYA's online content strategy.
Key responsibilities	Promoting and commissioning content for the AIYA website: <ul style="list-style-type: none">• Coordinating with members and outside contributors to develop content for the AIYA blog• Preparing <i>career champion</i> profiles• Developing the AIYA jobs board• Liaising with third parties to distribute and promote AIYA's website content• Assisting the director of communications in broader communications efforts
Skills	<ul style="list-style-type: none">• Bachelor's degree (completed or enrolled)• Strong understanding of the Australia-Indonesia relationship• English and Indonesian language skills A background in writing, journalism, or content marketing
Time commitment	Approximately four hours per week.
Last review	May, 2013