

Position description:

Web Officer

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 Web Officer

Starting date Immediately

Reports to Director of Communications

Role The Web Officer will work with the director of communications and AIYA communications team to manage website content and updates, as well as to provide IT support to National and local chapters. Upon selection, you will be trained by the director of communications in the first two weeks to familiarise yourself with AIYA's digital assets and how to operate the website.

Key responsibilities

- Maintaining the AIYA website and email administration
- Assisting the director of communications with the redesign of the current AIYA website
- Scouting job opportunities relating to Indonesia/Australia to post on the website

Skills

- Experience with Wordpress-based website management
- Strong understanding of the Australia-Indonesia relationship
- English and Indonesian language skills
- A background in marketing and analytics tools such as Google Analytics would be highly valued
- Self-starter and can-do attitude

Last review July 2018