



HUMAN RIGHTS  
*in* AUSTRALIA

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## **Right Now Inc. Secretary (Volunteer)**

Right Now is a volunteer-run, not-for-profit media organisation focused on human rights issues in Australia. We are committed to covering human rights issues through accessible, creative and engaging online, print and radio media. Our work begins with the belief that creating a positive, rights-respecting culture in Australia begins with the flow of information.

### **Position Description**

#### **Synopsis**

Reporting directly to the General Manager, the Secretary is responsible for the administration of Right Now Inc. In this role, you will be the first point of contact for a range of people, including stakeholders, other organisations, team members and members of the public. You will be responsible for liaising with the board and the team, organising meetings, and ensuring compliance with relevant laws. The secretary role is an exciting opportunity to be involved with a growing human rights organisation. It is also a chance to connect with likeminded individuals who are passionate about advancing the human rights conversation in Australia.

#### **Tasks and Responsibilities**

- Field communications from the public, other organisations, team members
- Manage and maintain the records of Right Now Inc.
- Organise and attend board meetings, and distribute meeting minutes
- Oversee nominations for human rights and media awards
- Assist Treasurer with processing of invoices
- Assist General Manager and Editor-in-Chief with recruitment

#### **Our ideal candidate is someone who:**

- Is organised, prompt and reliable
- Has excellent time management skills
- Can communicate effectively and responsively with a range of people
- Has relevant qualifications in, or is studying, law, social sciences or publishing
- Is self-motivated and able to work effectively with little supervision
- Has a keen eye for accuracy and can manage deadlines

#### **Duration and Time Commitment**

This position requires a 12-month commitment of approximately ten hours per month.

#### **Location**

Right Now is based in Melbourne, Victoria. This position will require you to attend bi-monthly board meetings, which are wheelchair accessible.

#### **Application Process**

To express interest in this role, please email a copy of your Cover Letter and CV to Kate Ervin, [info@rightnow.org.au](mailto:info@rightnow.org.au). Applications close at 5pm on Friday, 11 November 2016.