



<b>Position Title</b>	<b>Stories To Action Communications Intern</b>
<b>Reporting to</b>	Stories to Action Coordinator
<b>Internship Period</b>	3 months (Feb - May 2024)
<b>Working Details</b>	4-8 hrs/wk voluntary role. The role is fully remote, (with optional attendance at the BSG Bendigo Office). Internship period from mid/late Feb to mid/late May 2024.
<b>Position Summary</b>	<p>We seek a motivated person to fill the intern role of Stories to Action Communications Intern at the Bendigo Sustainability Group, who will be responsible for online outreach to diverse youth communities to encourage submissions for the Stories to Action (STA) Video Competition, through effective social media and web engagement. This includes:</p> <ul style="list-style-type: none"><li>- Developing a communications engagement plan</li><li>- Compiling/creating visual assets and other content to use in social media</li><li>- Managing social media presence (Facebook, IG, TikTok etc)</li><li>- Simple web design/maintenance</li></ul>
<b>Intern's Duties</b>	<ul style="list-style-type: none"><li>• Development of online communications and social media plan</li><li>• Online communications and social media management</li><li>• General communications administration</li><li>• Website design/maintenance</li></ul>
<b>Skills/Experience Required</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"><li>• Social media management skills</li><li>• Digital visual/creative skills</li><li>• Basic web development knowledge or willingness to learn</li></ul>



# Bendigo Sustainability Group

	<ul style="list-style-type: none"><li>• Interest in sustainability or youth engagement</li><li>• Excellent communication skills (oral and written)</li><li>• Ability to work independently as well as part of a team</li></ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"><li>• Experience/knowledge in using communications for social/environmental change</li><li>• Experience in a volunteer/start-up environment</li><li>• The intern would ideally be under 30 years of age for best alignment with the youth community the project is engaging</li></ul>
<b>Benefits to the intern</b>	<ul style="list-style-type: none"><li>• Creative input to the communication strategy for an exciting new online youth engagement project</li><li>• Gain experience and enhance your social media management skills</li><li>• Receive individual support and guidance</li><li>• Receive a tailored reference/referee statement acknowledging your valuable contributions</li><li>• An opportunity to be part of a leading sustainability organisation</li></ul>
<b>Successful Project Outcome(s)</b>	<ul style="list-style-type: none"><li>• Communications and social media plan developed</li><li>• Project webpage developed</li><li>• Effective social media presence</li><li>• 20+ youth video submissions for competition</li></ul>

## Application Process

For inquiries or to apply, send a current resume with 2 professional references, and a 1 page cover letter addressing the selection criteria to [michael@bsg.org.au](mailto:michael@bsg.org.au) by due date 11.59pm Sunday Feb 11th, online interviews held within next week. Bendigo Sustainability Group is a small non-profit community organisation, for general background see [bsg.org.au](http://bsg.org.au), and for project background see [here](#).