**Role Description - Living Streets Aotearoa Communications and Campaigns**

**About Living Streets Aotearoa**

Living Streets Aotearoa is the New Zealand organisation for people on foot, promoting walking-friendly communities. We are a nationwide not for profit organisation with local branches and affiliates throughout New Zealand. We want more people walkingand enjoying public spaces be they young or old, fast or slow, whether walking, sitting, commuting, shopping, between appointments, or out on the streets for exercise, for leisure or for pleasure.

**Communications and Campaigns role**

This is a new role with heaps of potential to develop and help us champion our cause through best practice communications.

You will be responsible for

* monitoring social media and media for mentions of pedestrians, walking, and other transport /health/ physical activity relevant New Zealand content
* posting on social media channels regularly with appropriate content
* finding opportunities for media interaction and outreach
* coordinating and sending out our monthly newsletter working with the Executive
* assist regular monthly blog posts for our website
* providing up to date website content, and
* helping with Living Streets campaigns.

We’re looking for a Social Media and Media Communications specialist for a flexible 10 hours per week to work remotely on a contract basis. You will be working with nominated people from our voluntary executive to achieve a great social media presence for Living Streets Aotearoa and an active and responsive media capacity. This will be a varied role suited to a person with a comms background and a can do attitude.

**Essential skills**

* previous work providing a social media presence for an organisation including news media interactions.

Previous experience working for community groups or not-for-profits is an advantage, but not essential.

An interest in walking, placemaking and sustainable transport would be an advantage.

We welcome applications from people from diverse backgrounds.

You’ll need to have access to a computer, be familiar with the Google suite of software tools, have Microsoft Word or an open-source equivalent, and be comfortable uploading material to websites and editing web content. Training in the specific web and membership system software Living Streets Aotearoa uses will be provided.

**Remuneration**

Contract for a flexible 10 hours per week starting at $40 per hour negotiable.

This is the first time we have had a position like this and want it to be flexible enough to work well for both parties.

**How to apply**

Please send us your CV and cover letter to jobs@livingstreets.org.nz. Please note, while applications close Sunday 10th September 2023 we will be reviewing applications as they are received and may progress with suitable applicants before the application closing date. So please apply as soon as possible if you are interested in this position.

*To be considered for this position you must have a legal right to live and work in New Zealand.*

**Core tasks**

**Social media**

* Working with the Living Streets executive to post on Living Streets Aotearoa social media (currently Twitter, Facebook, LinkedIn and Instagram) to establish Living Streets Aotearoa as the go-to walking and pedestrian organisation
* Monitor social media for mentions of walking and Living Streets Aotearoa and issues and announcements of relevance to LSA
* Encourage new members to join
* Actively find NZ walk stories and information to publicise

**Media**

* Monitor news media for mentions of walking and Living Streets Aotearoa and issues and announcements of relevance
* Identify opportunities for Living Streets Aotearoa to share its news and views in the media
* assist the Executive to give convincing and effective media interactions

**Newsletter**

* Gather material for and draft our monthly newsletter (produced 10x per year)
* Distribute the finalised newsletter and monitor responses

**Website**

* Provide new content for the Living Streets Aotearoa website

**Campaigns and promotions**

* Assist with Living Streets Aotearoa campaigns as needed.