



JOIN AUSTRALIA'S YOUTH-DRIVEN MOVEMENT AGAINST (CYBER)BULLYING

Position title: Digital Ambassadors Program Coordinator

Reports to:	Head of Growth	Hours:	Fixed, part-time, 24 hours / equivalent of 3 days per week
Location:	Collingwood Office (wheelchair accessible, close to accessible tram stop and train station). We encourage a combination of in office and work from home / remote. This is a Melbourne based role.	Salary:	\$55,000 pro rata 0.6 + superannuation
		Term:	April 28 to December 10, 2021
		Apps close:	5pm on Monday April 12 or when a suitable applicant is found

THE POSITION

PROJECT ROCKIT is Australia's youth-driven movement against bullying, hate and prejudice and we're looking for someone to join our team in a short-term, project-based role from April - December 2021. Working three days a week, you will be reaching out to schools across the country to sign them up to our Digital Ambassadors Program, our landmark partnership with Facebook and Instagram, which equips young students with the tools to challenge (cyber)bullying through large scale, inspiring online events.

THE ROLE

The Digital Ambassadors Program Coordinator (DAPCO) is excited by creating new leads and growing relationships with passionate educators all around Australia. Your main objective is to recruit 200 schools into this initiative. You will manage the process from launch to delivery, driving every step and inspiring educators to attend the events and ultimately, join the movement. Using a range of tech and online tools, you will reach out to hundreds of schools, directing communications and guiding teachers step-by-step through

the booking process. After each event, you will support schools to complete the evaluation and access PROJECT ROCKIT's other school programs, supporting our Bookings Team to grow our reach.

You love a challenge, value building trusted relationships and thrive in a results-driven work environment. Having self-managed projects of scale before, you're the type of person who will be capable of working to deadlines and love to smash targets. We're looking for someone who has the gift of the gab, can form authentic and trusted relationships instantly and is reliable, organised and driven. This role is perfect for someone who is working on a side-hustle or studying part-time.

KEY SELECTION CRITERIA

- Previous experience self-managing a project from start to finish or experience in coordinating large-scale event signups
- A love of sparking connections and growing relationships over the phone
- Strong work ethic and thrives in a self-paced but results-driven environment
- Proven ability to creatively problem solve, and show initiative to overcome obstacles (you love a challenge & don't give up)
- A rock-solid ability to manage competing priorities and multi-task but nail highly detailed work
- Proven experience in following systems and processes and adept at CRM tools like Hubspot and Salesforce

We welcome applications that demonstrate these skills and criteria, whether that be in a professional or volunteer capacity, or through lived experience.

OUR GUIDING PRINCIPALS

Unlearn prejudice

We run our own race

Never perfect, always striving

Young people at the centre

If it's broken, fix it

Work hard with kind hearts

Build authentic relationships

Unconditional positive regard

HOW TO APPLY

Apply by emailing jobs@projectrocket.com.au with

- Your resume
- A cover letter that responds to the key selection criteria above
- Two referees **or** an example of a previous project that you have led plus one referee connected to that project
- A 60 second video (filmed on your phone/laptop is perfect) sharing who you are and why you'd be great for this role! Please submit as an unlisted Youtube link.

PROJECT ROCKIT is proud to foster a supportive, inclusive and respectful workplace. We encourage applications from Aboriginal and Torres Strait Islanders and other people of colour, people who are neurodiverse or living with a disability and people from all parts of the gender and sexuality spectrum. We support flexible working arrangements and making adjustments where needed.



**A WORLD WHERE KINDNESS
AND RESPECT THRIVE**

QUESTIONS?

We prefer enquiries via email (jobs@projectrocket.com.au) due to the volume of calls we receive from applicants.

Due date: Applications will close at 5pm on Monday April 12 or when a suitable applicant is found (in which case applications may be closed earlier!). Apply ASAP to ensure you don't miss out. We will take the job listing down from the website if applications close early. If the listing is still up, applications are still open!

To learn more: projectrocket.com.au | [@projectrocket](https://www.instagram.com/projectrocket)



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