

World Writers Collective: Assistant to Managers

Become A Creative Leader

We are looking for volunteers to join our network of writers as a creative leader and help further our knowledge and expertise and create more benefits for our members. No doubt, you'll learn more about yourself and your writing as well.

As you may have already seen on the website, this is volunteer work where no wage will be supplied. However, if an officer creates a post/advertising that results in drawing in new writers for the writing competitions or that writer becomes a paying-member, a manager may offer the officer a portion of their allowance at their discretion.

Are you able to update a WIX website?

If not, you may wish to create your own free WIX website to play around with and become familiar with and see how it works. I find them to be quite simple to alter and add to. Even simpler than using MS WORD.

If you are not familiar with WIX yet, we can work around this and another volunteer can add everything to the website as you need, until you are confident.

The main points:

-This is an important backup role and would be held by an all-rounder person who can take on any of the volunteer roles (not event host, as you may not live in Melbourne) if someone falls sick or has personal matters to attend to. This person would take on any of the roles or assist as needed and would also benefit from any money they were able to raise if taking on the role of Manager of Competitions or Website Manager.

These are the roles you may need to take on:

- Create a paid writing competition (theme, word count, date due, etc.)
- Create a flash fiction submission or competition (your choice).
- Promote the writing competitions (This can be to writers throughout the English-speaking world, but would be great if we had a good portion of writers coming from Melbourne - this is so we can have an event after two years and invite Melbourne people to meet each other to promote themselves).
- Update the competition page with fresh information.
- Update Writes Sauce, our writer meets, our Facebook pages and groups, which often need updating, require information on writing and minor administration.
- Assist with updating the following: the website with interesting writing ideas, activities, benefits, blogs (from members generally), etc. to attract new paying members and help keep the current members. Assist in updating the NEWS area of our site and social media.
- Promote the website, writing competitions, information etc. This can be for writers throughout the English-speaking world.
- Create a new idea every new season (every three months) to keep the website fresh.
- How much time can you offer? It is a casual position and would benefit from a person who is able to offer one to two hours a day. However, there will be some days where you might not need to work on the website at all. Other days you'll need to spend a few hours. There's no clock-card, so it will be up to you to work the hours required to establish results.
- At the end of each month you will submit a very short dot-point report outlining what you have achieved and your goals for the following month.

-As a collective, each volunteer and member has a voice, so is allowed to make suggestions. These suggestions will be filtered through Mat Clarke, who will then pass them onto the volunteers in charge of making the required changes, in an effort to benefit all.

What we are looking for

Friendly, willing to learn, able to work solely and as a team, above average writing ability, can meet deadlines, work ethic, interested in meeting / talking to / informing other creatives.

Prefer, but not necessary

Writing qualifications and/or experience in volunteer work or employed as a writer, marketing qualifications or experience, editing qualifications or skills, website management skills, public speaking skills, copywriter experience, content writer experience.

Location

You do not have to be located in Melbourne, Australia. This role can be for any English speaking and writing person throughout the world.

If you think of anything or need any assistance, please let me know.

What to send us

Please supply a one page or less cover letter, a resume and any work experience you may have in the above field(s). No more than four pages in total please.

Please supply any ideas and thoughts you would have for the first month if you were the website manager. Also, please supply any ideas you would have for other areas of WWC, such as the writing competitions and how you would achieve this.

Due to access to our website as an administrator, we will need personal and employment references to ensure a low security risk.

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