

CMY COVID-19 Messaging Project Volunteers Position Description

CMY COVID-19 Messaging Project Volunteers

Status	CMY COVID-19 Messaging Project Volunteers
Reports To	Senior Communications Officer and Multicultural Youth Worker - Youth Leadership
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Centre for Multicultural Youth

The Centre for Multicultural Youth (CMY) is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. All CMY staff take an active role in organisational planning and quality improvement. It is a responsibility of all staff, including volunteers, to represent CMY as a caring, professional and client-focused organisation and promote its range of programs and services.

Program Area

The CMY COVID-19 Messaging Project is coordinated by CMY and funded by the Victorian Government Department of Families, Fairness and Housing (DFFH) to support our work in the development and distribution of accurate COVID vaccination and COVIDSafe behaviour messaging designed for the multicultural young people and communities with whom we work.

The project seeks to create a positive impact on young people through clear and non-judgmental messages to support their knowledge, understanding and decision making around vaccination and COVID safety, across two levels – motivation and information.

- ❖ Motivation means working attitudes and beliefs to address any barriers to COVIDsafe messages.
- ❖ Information means sharing accurate information and increasing knowledge about COVID and COVIDsafety so that they can make an informed decision about their position.

Position Summary

CMY COVID-19 Messaging Project Volunteers will work across these two areas:

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- ❖ **Planning and hosting online events** that invite an open and honest conversation with attendees about COVID related topics – such as addressing the misinformation about COVID - and sharing/supporting COVIDsafe messages and the key campaign messages outlined by CMY. Events must invite an open and honest conversation with attendees about COVID. We want people to feel comfortable to ask questions about vaccination or other COVID matters without any judgment. Those events can have guest speakers. There is a small budget for this.
- ❖ **Social media activity** to help to promote both the event itself and the key project messages before, during and after the event to their networks. We want to encourage people to come to the event, but also to share the project messages that will be discussed at the events to reach people who don't come along to the event. Posts can be created by young people in the style/way that they like. They must be created in line with the campaign messages, and align with COVIDsafety.

We will run this project in two stages – with a new group of young people involved in each. The first stage will take place between November and December 2021 and the second between January and March 2022.

CMY Responsibilities

CMY COVID-19 Messaging Project Volunteers can expect CMY to provide:

- ❖ Prompt, friendly and respectful communication in and outside of meetings from CMY staff
- ❖ An honorary payment to recognise the youth volunteer's value and contribution
- ❖ Resources and support required to carry out responsibilities of being part the Support CMY COVID-19 Messaging Project team.

Accountabilities

Under the directions and guidance of CMY staff, CMY COVID-19 Messaging Project Volunteers are specifically expected to:

Attendance:

- ❖ Attend 2 planning co-design workshops in which the CMY COVID-19 Messaging Project Volunteers will agree on the event topic, plan, and decide how they will promote it.
- ❖ Attend the project events (either hosting or supporting)

Content:

- ❖ Promote the events before, during and after with at least 3 posts at each stage. (2 posts can be shared content from others in the group or CMY's content).

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Communication:

- Regular communication with group members (responding as needed within 3 business days) and completing actions in between meetings.
- Report to the CMY team about the activities carried out – including sharing screen shots of social media posts (including reach and time/date posted) and any other measures of success.

Behaviour Standards:

- Adhere to CMY's Child Safety Standards, Code of Conduct and Social Media Policy
- Demonstrate a commitment to the values of CMY which include human rights, diversity and participation

Key Selection Criteria

- Be a volunteer from the Youth Leadership team.
- Be willing to share COVIDsafe messages including COVID vaccination in line with the provided information/key campaign messages.
- Have connections to local CALD communities to disseminate the key messages and support engagement with the online events. This may be through family, friends, cultural or religious communities, work or other.

Additional Information

- This role requires the capacity to work flexible hours. Though online and in person meetings will take place usually be after 5:00pm
- CMY is an Equal Opportunity Employer.
- In the context of Occupational Health & Safety (OH&S) all staff, including volunteers, are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- Volunteers are subject to relevant CMY policies as amended from time to time, including equal opportunity, internal complaints, OH&S, and accident and incident management.

Name: _____

Signature: _____

Date: _____