



## About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

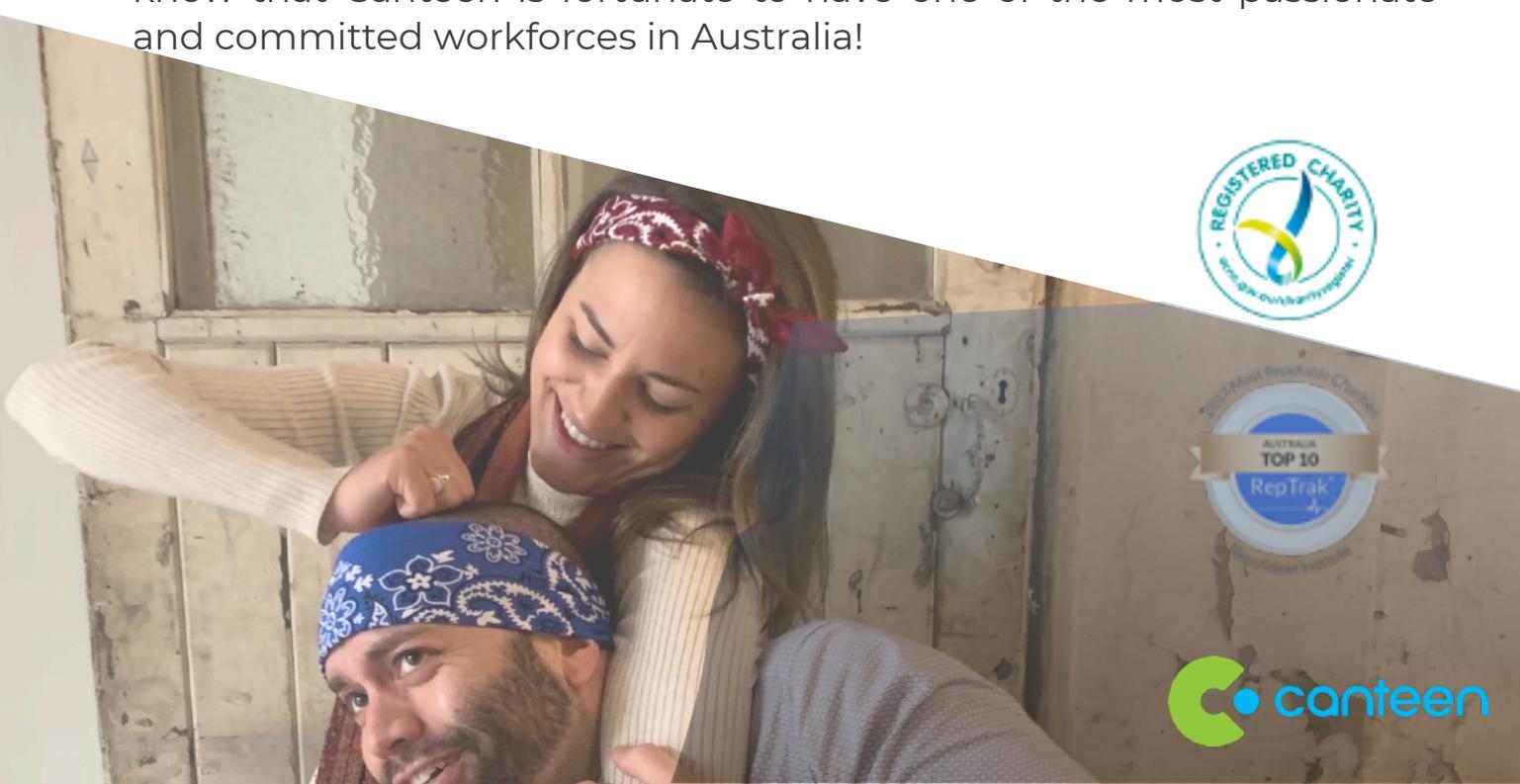
We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



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# Job Details



## Job Title

Campaign Intern  
Digital Fundraising



## Location

Newtown  
Sydney



## Job Type

Internship | Volunteer



## Reports to

Community Fundraising  
and Events



## Direct Reports

None



## Closing Info

15/09/2022

# Benefits of an Internship with Canteen

Interns are an essential part of all our service delivery and success - we could not do it without you!

Canteen not only offers Interns the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

## Role Specifics

### **Job Purpose**

In order to support young people living with cancer, Canteen undertakes a range of fundraising activities. The Community Fundraising team are expanding our fundraising initiatives across platforms like Facebook and Tiltify - so we're looking for someone who can support the growth in this area.

This internship will support and assist the Community Fundraising team in implementing and managing various aspects of the campaigns. This role would be suitable for a student who is interested in learning about the processes involved in social media campaign development and execution.

### **Duties and Responsibilities**

#### Campaign support

- Acquire hands-on experience in campaign development and execution
- Learn about social media fundraising campaigns and marketing across multiple platforms
- Assist with developing content for campaigns (photos, videos etc)
- Data management including:
  - Data imports, data cleansing and data matching
- Assist with preparation and distribution of welcome packs

#### Administration duties

- Responsible for the execution of various stewardship activities (phone and email)
- Social media monitoring
- Various other duties to support the Fundraising Team more broadly

#### Reporting

- Assist with the analysis and reporting of results post-campaign

## Performance Criteria

### Experience/ Qualifications

- Communications, Event or Marketing knowledge and/or currently studying
- Experience with social media platforms, especially Facebook
- Competent across MS Office suite
- Data entry and reporting skills
- Customer service experience

### Personal qualities

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Proven track record as a team player, with a flexible approach to all tasks
- Results-oriented and a solution-oriented attitude

## Hours of Work

There is some flexibility but you should expect a commitment of approximately 10-15 hours a week (subject to applicant availability).

We conduct multiple social media campaigns throughout the year and expect this internship to bridge both Facebook and Tiltify campaigns, approximately 6 months, with the option to extend.

## Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged. Canteen also requires all staff, paid or unpaid to be fully vaccinated for COVID-19.

Canteen may conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

## General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.