

Position Description: IT Manager

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking an IT Manager to work within the National Business Team.

Location: Melbourne

Time commitment: 5-10 hours per week

Reporting to: National Business Director

Key responsibilities:

- Updating Left Right's website and performing day-to-day maintenance
- Managing Left Right's email domain and Basecamp, Yammer and HighRise accounts
- Co-operating with the National Communications & Marketing Team to update online content
- Assisting State teams with tasks such as tracking event registration
- Providing advice to the National Executive Group on digital strategy

Training and learning opportunities:

- In-house training
- Ongoing support from the National Business Director
- Practical experience in managing a youth organisation's digital profile
- Allowance to undertake training courses relevant to the role

The ultimate candidate should...

- Have education or experience in IT
- Have strong written and oral communication skills
- Be aware of the digital media sector and upcoming products
- Ideally have technical skill in HTML, PHP or other languages
- Ideally have software development experience
- Be able to meet a time commitment of 5-10 hours per week

How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au