

**Educating The Future Australia Limited  
Youth Team - Job Description**

Position: Technology Youth Team (Volunteer)

Start: July 16 2019



**About us:**

Educating The Future (ETF) Australia Limited is a registered not-for-profit with the Australian Charities and Not-for-profits commission that aims to empower members of impoverished communities to achieve an improved quality of life and capacity to achieve their potential. ETF provides relief from poverty and generational disadvantage by providing access to preschool education. Funds raised by ETF in Australia enable the construction and/or renovation of preschool infrastructure in regional areas of Timor-Leste.

**About you:**

We are looking for a young individual that is committed to making a positive difference, working with others on various tasks in order to achieve ETF's goal of providing construction and/or renovation of preschool infrastructure to Timor-Leste.

ETF does not require that applicants have specific skills or qualifications to join our team, including undertaking a university degree. However, we expect that at a minimum, you have an interest in this field and are willing to learn. You will be better positioned to make an immediate impact in this team if you are from the following background:

- Undergraduate, postgraduate students and young people under the age of 26
- Information Systems/Technology students
- Computer Science and Engineering students
- Commerce students

**Position summary:**

Educating The Future is a not-for-profit run by young people and we expect that you can work well with others in a fast-paced, dynamic, digital and innovative environment.

The Technology team is responsible for enhancing our relationship with potential donors and partners using digital platforms and technologies, in addition to improving the efficiency of ETF's internal processes and operations. The team will be responsible for all technology systems and delivering a unique set of solutions and services to ensure that ETF can adapt to the changing environment and achieve business sustainability and growth.

**Other selection criteria:**

- Willingness to learn
- Alignment with ETF's organisation values of youth-led, collaborative, transparent and accountable
- Ability to commit 6 hours per week including attending fortnightly workshops on Tuesday from 6 - 8pm
- Ability to communicate and work independently and virtually

**Key responsibilities:**

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| Website - <a href="http://www.educatingthefuture.org">www.educatingthefuture.org</a> <ul style="list-style-type: none"><li>- Maintaining Website</li><li>- Coordinating with teams to update website information</li><li>- Integrating Campaigns Onto The Website e.g. Crowdfunding</li></ul> |
| User management <ul style="list-style-type: none"><li>- Creating emails for new members</li><li>- Resetting passwords</li><li>- Setting roles and privileges</li></ul>  |
| Resources and Materials Management <ul style="list-style-type: none"><li>- Software</li><li>- Tools</li><li>- Applications</li></ul>  |
| Sponsorship For Technology e.g. Website, Emails, Slack  |
| Data Analytics and reporting <ul style="list-style-type: none"><li>- Monster Insights on Wordpress</li></ul>  |
| Security on: website (SSL certificate), g-drive   |
| Google Drive <ul style="list-style-type: none"><li>- Backing Up Our Google Drive</li><li>- Permissions management on Google Drive &amp; other systems</li><li>- Database management</li></ul>   |
| Managed Services <ul style="list-style-type: none"><li>- Google Suite</li><li>- Slack</li><li>- Google Drive</li></ul>  |

**How to apply:**

Please fill in the google form located on the application Facebook page (<https://web.facebook.com/events/2433375060018316/>) and contact the Educating The Future

team at [people@educatingthefuture.org](mailto:people@educatingthefuture.org) with your CV and cover letter, along with any other information you believe will make you stand out as a desirable candidate.