

# Website and Publications Assistant

## Position Information Pack

### WHO IS NTA?

The NTA is an Australian not-for-profit NGO committed to supporting projects in the Indonesian province of Nusa Tenggara Timur (NTT) located immediately to the north of Australia. Nusa Tenggara Timur is the poorest region in Indonesia, and one of the poorest in the world. It encompasses the western part of Timor island as well as Flores, Sumba and other smaller nearby islands.

The NTA collaborates with local NGOs, and engages the community by co-ordinating a consensus (musyawarah) process where local people identify the most essential projects. This means that the people affected by the development have ownership of the processes, which are then overseen and regularly monitored by NTA staff. The NTA supports around 150 to 200 small activities at any given time, and these are aimed at meeting the basic needs of the communities in the following areas:

- **small scale infrastructure** (local roads, fencing, toilets, water tanks, wells, school buildings)
- **educational resources** (books, equipment, improvements to buildings, teacher training); and
- **resources and technical assistance** to foster income-earning activities mainly in agriculture, livestock management and marine activities including the introduction of new technologies.

In Australia, NTA is run almost entirely by volunteers, which means over 90% of our funds raised go directly to the field. As such, we are always in need of motivated and dedicated volunteers for everything from events, fundraising and promotions, to accounting and administration, and more.

### OUR ACHIEVEMENTS

In the 2009-10 financial year, we provided:

- resources, training and scholarships for 62 schools, enabling 5890 primary and secondary students to get an education
- 72 ferro-cement water tanks (15000 L) to villages highly vulnerable to the dry season, allowing a continued supply of clean water
- equipment for 180 vegetable farmers, enabling them to support their families and communities with a steady source of income
- further assistance to thousands more of Indonesia's poorest (view our website for more information: [www.nta.org.au](http://www.nta.org.au))

**POSITION DESCRIPTION**

<b>Website and Publications Assistant</b>	<b>Canberra, ACT</b>
<b>Job Outline</b>	<p>Put together and publish online and print content for the NTA, in close collaboration with the Webmaster, Promotions Manager and Chair of the Membership &amp; Marketing Committee meeting.</p> <p>Duties may include:</p> <ul style="list-style-type: none"> <li>• Designing brochures, pamphlets and other reading material</li> <li>• Managing NTA website content and structure, mostly through a Content Management System (little programming required)</li> <li>• Writing and posting material to the NTA website</li> <li>• Acting as a contact and collection point within NTA for all publishable content and information</li> <li>• Attend M&amp;M Committee meetings (every 2-3 months)</li> </ul>
<b>Key Targets</b>	<ul style="list-style-type: none"> <li>• Clarity and availability of NTA information both online and in print form</li> <li>• Ongoing functionality and regularly updated content for NTA website</li> </ul>
<b>Characteristics and skills required</b>	<ul style="list-style-type: none"> <li>• Basic web management skills</li> <li>• Good writing skills</li> <li>• Good design skills</li> <li>• Ability to quickly learn new software or basic programming</li> </ul>
<b>What you get out of it</b>	Gain experience in the non-profit sector. Strengthen your web, writing and communication skills while supporting poverty alleviation in East Indonesia.
<b>Time commitment</b>	5 – 10 hours per week
<b>Reports to</b>	Webmaster, Promotions Manager and Chair of the Membership & Marketing Committee



## **TO APPLY**

All applicants are required to submit;

- A current CV of no more than 4 pages
- 2 referees (written or provided)
- A cover letter of no more than 2 pages, outlining the applicant's characteristics and skills.

For additional information, or to submit your application, contact Chris Delforce:

[chris.delforce@nta.org.au](mailto:chris.delforce@nta.org.au)

Applications close 5pm Friday March 25<sup>th</sup> 2011. All applications must be received in full by this time.

All applicants will be notified of their progress shortly following the close of applications. Shortlisted applicants will be expected to be available for interviews during the week following the close of applications, and the successful candidate would be expected to be available to begin training and induction shortly after.