



Join
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Code Read Dyslexia Network Position Description

Support Officer - Code Read Dyslexia Network 15 hrs PPT (initially 12 months) (\$28,314.00 - \$34,320.00)

Who we are

Code Read Dyslexia Network Australia was established on 10 October 2017 and is a National volunteer-run Not-for-Profit organisation registered with the ACNC.

Our **Vision** is for all people with dyslexia to be understood, acknowledged, empowered and to have equal access to opportunity.

Our Mission is to:

- Raise awareness about dyslexia.
- Support and empower those with dyslexia and their families.
- Work with government and other decision-makers to improve the education system and workplaces for those with dyslexia.
- Work to enhance the everyday experience of people with dyslexia.

Are you

- Passionate about ensuring people with dyslexia are represented in education and government decision making
- A strong, clear and confident communicator
- Able to work independently and remotely whilst ensuring key stakeholders are kept informed
- Experienced in managing a variety of tasks whilst ensuring key organisational deliverables are achieved

Purpose

Reporting to the Secretary this role will be responsible for providing administrative support for all functions of Code Read Dyslexia Network and the volunteer Board.

The Package

There will be an initial 3 month trial period for this 12 month contract). This Permanent Part Time Position will be initially for a 12 month period and will require the successful candidate to work from home 15 hours per week (working hours are flexible by negotiation). The rate of pay has been calculated to include allowances for the use of your personal electronic equipment, internet and stationary. It is essential that you have access to a suitable internet & mobile service.

Key responsibilities

Manage Enquiries:

- Manage incoming and outgoing emails from info@codereadnetwork.org
- Respond to emails and redirect emails to various board and members and follow up responses (Inquiry emails to be responded to within 5 working days).

Social Media Management (Facebook, Instagram, Youtube & Twitter):

- Social media moderation
- Schedule posts for campaigns and others as required
- Respond to Inbox messages &/or redirect to appropriate Director

Website:

- Monitor and update website content as requested
- Enter written blogs and other content as directed

Board Meetings:

- Assist with Agenda Collation & distribution of documents for bi-monthly Board Meetings
- Prepare minutes of board meetings from recorded meeting.
- Create an Action List from meetings and follow up tasks with responsible director or member.

Campaigns: (Code Read currently have 2 campaigns per year - in March and October)

- Respond to enquiries about Campaigns
- Liaise with schools and workplaces about upcoming Campaigns
- Assist directors to create content for campaigns - eg downloadables
- Liaise with Member's organising venues for Light it Red for Dyslexia for October
- Liaise with participants or venues if required
- Assist to collate and post images to social media
- Assist with Webinar registrations and coordination

Sponsorships:

- Ensure that sponsorship requirements are acted upon and that sponsors are updated regularly.

Assist Directors with:

- Grant applications
- Writing up Submissions
- Writing lobbying/advocacy letters/emails
- Insurance documentation (when required)
- Liaise with Ambassadors (Code Read Heroes) as required
- Quarterly newsletters
- Assist Secretary with ACNC and state fundraising documents.
- Monitor trademark and IP requirements

Members:

- Assist with updates to members via newsletters, email or on social media

Merchandise

- Monitor and update Print Bar and Red Bubble Merchandise Shops
- Store and post our Merchandise for campaigns (eg Caps)

Assist Directors during campaign periods with:

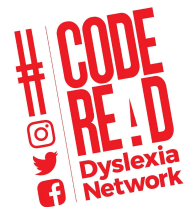
- Writing or responding to letters/emails
- Liaise with Ambassadors (Code REaD heroes)
- A one off Campaign newsletter

AGM preparation:

- Elections
- AGM preparation (booking location, travel and events)
- Assist Directors with the Annual Report (Chairperson Report, Treasurer's Report, Financial Reports)
- Attendance at the meeting (Minute taking and Action List)

Essential Skills:

- Passionate about dyslexia advocacy
- Good understanding of Dyslexia & preferably some knowledge of relevant evidence based practices for remediation
- Aptitude for digital platforms such as G Suite - G Mail suite (Google Drive and setting up folders, Docs, Sheets etc), Microsoft Suite (Word, Excel, Powerpoint), Microsoft Teams, Mailchimp, Eventbrite, Slack, Trello
- Strong Social Media Skills - Facebook, Twitter, Instagram, LinkedIn & YouTube
- Ability to create basic graphic art
- Ability to update and maintain Wordpress Websites



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Desirable Skills:

- Grant writing
- Experience in maintaining wordpress website content
- Marketing - some marketing experience or a can do attitude
- Event & Campaign management or can do attitude

Applications for this position close 6 pm (AEST) August 15 2021.

Applications are to be submitted to info@codereadnetwork.org

Questions relating to the position can be directed to Chairperson Dr Sandra Marshall 0416 051 598
or Secretary Julie Hermansen 0412058325

www.codereadnetwork.org
E: info@codereadnetwork.org
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