

## Position Description:

### Graphic Designer

|                                       |                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------|
| <b>Assignment number:</b>             | PAU011379                                                                            |
| <b>Partner organisation name:</b>     | Mallacoota Community Health, Infrastructure and Resilience Fund Incorporated (CHIRF) |
| <b>Partner organisation location:</b> | Mallacoota, VIC                                                                      |
| <b>Key dates:</b>                     | September-November 2026 (flexible based on volunteer availability)                   |
| <b>Time commitment:</b>               | 8 hours per week approx.                                                             |
| <b>Assignment mode/location:</b>      | Online                                                                               |

### Purpose of the Role:

Mallacoota Community Health, Infrastructure and Resilience Fund (CHIRF) is a community-led charity that supports the health, wellbeing and resilience of the remote Victorian community of Mallacoota. Following a recent amalgamation and the introduction of the new *Mallacoota Cares* brand, the organisation is undertaking a significant brand and communications refresh, including a new website, updated marketing materials and a more unified community presence.

As Graphic Designer, you will help bring this new brand to life by creating a suite of professional, easy-to-use visual assets, templates and brand guidelines. Working closely with stakeholders, you will ensure the organisation has the tools and resources needed to communicate consistently across digital and print channels, empowering staff and volunteers to engage the community effectively and support CHIRF's ongoing impact and growth.

### Selection Criteria:

#### Essential

- Demonstrated expertise in graphic design
- Ability to take a brief and make constructive suggestions and recommendations
- Quick turnaround
- Strong communication skills
- Keen design eye
- Understanding of online and printed formats

#### Desirable

Experience working with small volunteer NFP organisations

## Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
  - ✓ At least 5 years relevant professional experience
  - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia.
  - ✓ Willingness to complete Australian police check and Working With Children Check
  - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
  - ✓ Willingness to interview for the role with ABV program staff
  - ✓ Acceptable Australian police check and Working with Children Check before commencement
  - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
  - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
  - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

## How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to [volunteers@abv.org.au](mailto:volunteers@abv.org.au) confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- If there are any special considerations, we would need to make for you.

### What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.