



Position Description: Member Engagement Coordinator (Volunteer)

About Ngalaya

Ngalaya Indigenous Corporation is the peak body representing over 400 First Nations lawyers and 350 First Nations law students in New South Wales. Ngalaya is a registered charity founded in 1997 by a group of First Nations law students. Ngalaya is run by a volunteer board of First Nations people.

Ngalaya is committed to supporting the next generation of First Nations lawmakers and is establishing several new volunteer roles and sub-committees to build its organisational capacity.

About the role

The Member Engagement Coordinator is a volunteer role reporting to Ngalaya's Executive Director. Ngalaya's Member Engagement Coordinator will be responsible for increasing awareness about Ngalaya amongst First Nations lawyer and law students and growing Ngalaya's membership base.

Key responsibilities

- Coordinating Ngalaya's Member Engagement Sub-Committee, including the recruitment of volunteers, delegation of work, and overall responsibility of Ngalaya's member engagement.
- Working closely with Ngalaya's other volunteer Coordinators to cross-pollinate ideas and ensure that Ngalaya's activities are meeting members' needs.
- Maintaining Ngalaya's member list and contact details and coordinating payment of membership fees where necessary.
- Liaising with key staff at law schools and Indigenous centres at universities across New South Wales.
- Organising and/or supporting small events with the aim of engaging new members of Ngalaya, particularly at university campuses.

Essential criteria

- Excellent communication and plain language skills.
- Strong interpersonal skills.
- A high level of organisational skills, time management, and a commitment to prioritising Ngalaya work when necessary.

- A good understanding of the legal profession.
- An excellent understanding of First Nations culture and legal issues facing First Nations people.

Desirable criteria

- Experience with project management and coordinating volunteers.
- Experience in membership
- Legal studies.
- Communication or marketing studies.

To apply for this position

Interested applicants should submit a copy of their CV and a cover letter addressing the responsibilities and essential criteria for the role to Jason O'Neil, Executive Director of Ngalaya by email: jason.oneil@ngalaya.org.au

Applicants should identify any other volunteer roles with Ngalaya that they might be interested in.

Interested applicants can also contact Jason on 0435 125 569 to discuss the role.