

Internal Comms Lead

Job purpose

To support the Communications Facilitator, 2IC and all Team Leads in liaising, updating and organising internal happenings in Kiwiburn's Volunteer Slack. Help support the Kiwiburn organisation in tracking internal events, communication of new and outgoing volunteers, and various happenings around the department channels. Generally help out if the communications team needs support.

Key Responsibilities

- Update our General KB Org Slack channel Canvas, introduce new team members, share upcoming meetings and link in minutes as appropriate
- Promote 'Slack Hygiene' including reminders to Thread comments, directing to appropriate channels, and ensuring requested tasks are 'ticked' to complete
- Monitor various department main channels for key announcements to share internally or with the Comms request Slack channel
- Monitor creation and archiving of Slack channels, maintain against Airtable Slack list (attached to Crew roles)
- Monitor crew announcements and assist with introductions, exits, and biographies for the Comms team, including access to Airtable for bio information and updates

Working Relationships

- Communications Facilitator
- Communications Facilitator 2IC
- Communications Teams (Web, Social Media, EFP, Design)
- Team Leads
- Team Members
- Regional Contacts.

Time Commitment

- **Year round:** 3-4 hours per week, more so in the weeks leading up to the event
- **Pre-site:** Assist with Slack hygiene of pre site Slack comms, providing relevant uptodate links
- **On site:** minimal effort required aside from help with management of Slack

Necessary Qualities, Knowledge and Experience

- Slack experience preferred
- Regular internet access
- Responsive to Slack/email communications and FaceBook alerts

-
- Good understanding of Kiwiburn Facebook group rules requirements and environment
 - Good understanding of consent and privacy issues as they relate to a Burn event
 - Good written and verbal language
 - Social media experience
 - Reliable, motivated and organised
 - Good understanding of Kiwiburn and worldwide Burner culture - experience attending a Burn

Desirable Qualities, Knowledge and Experience

- Familiarity with Kiwiburn practices and policies
- Familiarity with Google Suite