SUPPORTING
LOCAL ASYLUM
SEEKERS

WEST
Welcome
Wagon

WWW Recruitment Coordinator
POSITION DESCRIPTION

The Recruitment Coordinator for West Welcome Wagon (WWW) reports to the Human Resources Manager and is responsible for overseeing and managing the end-to-end volunteer recruitment process for WWW.

This is a volunteer position. Work will generally be done from the volunteer's own home and at times to suit the volunteer. It is expected that this volunteer role requires a time commitment of approximately 4 hours per week.

Key Tasks and Activities:

- Oversee and manage the WWW end to end recruitment process from advertising to selection and onboarding
- Management of new position requests, including liaising with hiring managers to clarify requirements and keeping them informed of the end-to- end process
- Management of queries and applications to the Recruitment email inbox
- Drafting of online advertisement and the advertising strategies for each role as required
- Development of Position Descriptions along with the HR Administrator

Selection Criteria:

- Facebook and Google Drive literacy
- Excellent communication style and interpersonal skills, with the ability to work online independently of a physical team
- Previous experience in a Human Resources or Recruitment function with an understanding of best practice recruitment principles
- Strong attention to detail, organisation and administrative

West Welcome Wagon will provide:

- Ongoing support from the Human Resources Manager, Committee, members of the HR team and the CORE group of volunteers.
- Volunteer experience with a grass-roots asylum seeker support organisation
- Regular social events with the team of WWW volunteers.

For more information, please contact Julia at volunteer@westwelcomewagon.org.au