



Interfaith Network of the City of Greater Dandenong Social Media Lead Volunteer

Position Description

About the Interfaith Network (IFN)

The Interfaith Network (IFN) of the City of Greater Dandenong is Australia's longest-serving interfaith network. IFN brings together people of diverse faiths and beliefs to foster understanding, respect, social cohesion and community harmony through dialogue, education, events and collaborative community engagement.

Position Purpose

Reporting to the Executive Officer, the Social Media Lead Volunteer will support IFN by strengthening its online presence, promoting events and initiatives, sharing stories of community impact, and helping connect people from diverse faith and cultural backgrounds through engaging and professional digital communications.

Key Responsibilities

- Develop, schedule and publish content across LinkedIn, Facebook and Instagram.
- Promote IFN events, Places of Worship Tours, educational programs and community initiatives.
- Promote fundraising initiatives.
- Create engaging written, photographic and graphic content aligned with IFN branding.
- Draft community stories, event summaries and promotional materials.
- Monitor social media engagement and escalate enquiries where required.
- Maintain and update website content, events, resources and news items.
- Review website functionality and ensure information remains current and accurate.
- Assist with e-newsletters and digital communications.
- Track social media performance and provide basic analytics reports.

Selection Criteria

- Understanding of and respect for cultural and faith diversity
- Commitment to the IFN Vision of 'Many Faiths, One People'
- Commitment to the IFN Values of Respect, Harmony, Diversity, Integrity and Education

- Strong written and verbal communication skills
- Experience using Facebook, Instagram and LinkedIn
- Basic website content management experience
- Ability to work independently and manage priorities
- Current National Police Check and Working with Child Children or willingness to apply, complete these checks
- A time commitment of 4 hours per week

Desirable

- Experience with Canva, WordPress, photography, videography or digital marketing.

Volunteer Benefits

- Being part of a community organisation that delivers visible and meaningful impact within the community.
- Gain practical experience in digital communications and community engagement.
- Develop skills in social media management, content creation and website administration.
- Build networks with community leaders and diverse faith communities.
- Contribute to strengthening social cohesion within one of Australia's most diverse communities.
- Receive guidance and support from IFN staff and volunteers.

Supervision and Support

The volunteer will receive induction, guidance and ongoing support from the Executive Officer. Regular check-ins will be provided to assist with planning, priorities and professional development. This position is offered via a hybrid model.

Child Safe and Equal Opportunity Statement

IFN is committed to providing a safe, inclusive and welcoming environment for all people. We value diversity and encourage applications from people of all cultural, faith and community backgrounds. Volunteers are expected to uphold IFN's values of respect, inclusion and mutual understanding.

For further information or to apply

Please forward your application to

- IFN Executive Officer, Livia Carusi, via executive@interfaithnetwork.org.au

Please provide

- Your resume
- Covering letter addressing the selection criteria

For further information

- IFN Executive Officer, Livia Carusi, via executive@interfaithnetwork.org.au

Closing date

- Tuesday, August 25th, 2026

IFN looks forward to receiving your application.