

	<b>Wellington SPCA</b> Our mission is to promote the humane treatment of animals and to prevent cruelty to animals. We also provide food, shelter, veterinary care, love and the chance to find a new home for unwanted, abused and neglected animals in the Wellington region.		
<b>Position Title:</b>	Writing Assistant	<b>Position ID</b>	WAV
<b>Department: Marketing and Communications</b>			
<b>Reports to: Marketing and Communications Officer</b>			
<b>Working relationships: Other SPCA staff/volunteers</b>			
<b>Job location:</b>	Newtown Animal Centre	<b>Employment status:</b>	Volunteer
<b>Minimum age requirement:</b>	18 years	<b>Start date:</b>	ASAP
<b>Shift days and times:</b>	Max. of 20 hours over 3 days from Monday to Wednesday. Every other week	<b>Minimum time commitment in this role:</b>	6 months
<b>Hours per week:</b>	Max. of 20 hours per fortnight	<b>CV Required:</b>	Yes
<b>Special working conditions:</b>	You will be required to work from the Newtown animal centre		
<b>Key areas of responsibility:</b>			
<ul style="list-style-type: none"> <li>You will be responsible for producing our fortnightly adoption advert which appears in the Dominion Post. This advert is designed to highlight some of the animals available for adoption and to increase the public’s awareness of Wellington SPCA.</li> <li>Each advert features up to 21 animals in need of homes as well as an additional section specifically focusing on, for example, an upcoming event, an animal welfare issue etc.</li> <li>The role involves researching and writing all copy and obtaining all images (some photographs may be required to be taken) of animals available for adoption.</li> <li>You will be working with the Animal Caregivers, the Marketing and Communications Officer and the organization’s website to choose the animals and put the copy and images together.</li> <li>The advert has to be started on every other Monday and completed to meet a deadline of 12pm on Wednesday of that week.</li> </ul>			
<b>Skills required:</b>			
<ul style="list-style-type: none"> <li>Good creative writing skills and a sense of imagination</li> <li>Excellent attention to detail</li> <li>Good proof-reading and editing skills</li> <li>Confidence with Word, Email and the internet</li> <li>Excellent personal communication skills</li> <li>Ability to meet deadlines</li> <li>Able to use initiative</li> <li>Empathy towards animals and an understanding that the animals come first at Wellington SPCA</li> </ul>			
<b>Qualifications required:</b>	No qualifications are required but this is an ideal role for someone who is interested in writing and/or marketing. You may be asked to submit an example of your writing		
<b>Experience required:</b>	N/A		