

## Position Description

<b>Position</b>	Volunteer – Flagship Fundraiser Project Support
<b>Organisation</b>	Refugee and Immigration Legal Service (RAILS)
<b>Location</b>	South Brisbane (on-site)
<b>Reports to</b>	Chief Executive Officer (CEO)
<b>Duration</b>	Commencing immediately until 30 June 2026
<b>Commitment</b>	Two full days per week (on-site)

### About RAILS

RAILS is a community legal centre providing free legal assistance to people seeking asylum, refugees, and vulnerable migrants across Queensland. Our work is grounded in a trauma-informed, holistic approach to service delivery, ensuring dignity, access, and justice for those we support.

### About the Role

RAILS is seeking a highly capable and organised volunteer with strong project management skills to support the delivery of our upcoming flagship fundraising event, *Flavours of Hope*, to be held on 21 June 2026.

Working closely with the CEO, this role will be central to coordinating key elements of the event, ensuring timelines are met, stakeholders are engaged, and deliverables are executed to a high standard. This is a hands-on role suited to someone who thrives in a fast-paced environment and takes pride in delivering meaningful outcomes.

### Key Responsibilities

- Support end-to-end coordination of the *Flavours of Hope* fundraiser
- Assist with project planning, tracking timelines, and ensuring milestones are achieved
- Coordinate communications with internal staff, partners, sponsors, and suppliers
- Support the preparation of event materials including presentations, forms, and documentation
- Assist in managing event logistics and operational requirements
- Contribute to creative elements including promotional materials and event content
- Provide general project and administrative support to the CEO as required

### Skills and Experience

- Strong project management and organisational skills
- Excellent time management with the ability to prioritise and meet deadlines
- High level proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, MS Forms)
- Experience using Canva or similar design platforms
- Strong written and verbal communication skills



- Ability to work independently while collaborating effectively with a small team
- A proactive, solutions-focused approach with attention to detail

### **Personal Attributes**

- Committed to delivering high-quality outcomes
- Reliable, accountable, and able to manage competing priorities
- Adaptable and calm under pressure
- Passionate about contributing to a meaningful cause and community impact

### **What You Will Gain**

- The opportunity to contribute to a high-impact, purpose-driven flagship event
- Direct experience working alongside a CEO in a strategic and operational capacity
- Exposure to event management within the not-for-profit sector
- A chance to be part of a team committed to social justice and community impact

### **How to Apply**

Please submit a brief expression of interest outlining your relevant experience and availability.