

Position Description

Position	Volunteer – Social Media Coordinator
Organisation	Refugee and Immigration Legal Service (RAILS)
Location	Remote (Volunteer from home) with optional office attendance (South Brisbane)
Reports to	Philanthropy Coordinator
Start date	As soon as possible
Commitment	3 - 5 hours per week for 6 months (within the hours of 9am – 5pm Brisbane time)

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 looking for a reliable and creative Social Media Volunteer to help grow our online presence and share the impact of our work. This is a flexible role suited to someone who enjoys creating content, engaging audiences and contributing ideas while working as part of a small, supportive team.

This role is designed to be flexible and can fit around study, work or caring responsibilities.

Key Contributions (according to experience)

- Draft social media posts (Facebook, LinkedIn)
- Draft engaging content based on provided themes, campaigns and organisational priorities
- Suggest new ideas to improve reach, engagement and storytelling
- Assist with tracking basic performance metrics and suggest improvements

What we are looking for

- Able to commit to approximately 3–5 hours per week for 6 months
- Strong writing and editing skills with attention to detail
- Clear and professional communication skills
- Experience with Canva or similar tools
- Ability to follow direction while also taking initiative
- Familiarity with Facebook, LinkedIn and short-form video content
- Creative thinker with an eye for engaging content



- Commitment to RAILS values and human rights

What you will gain

- Real-world experience in social media and communications
- Opportunity to contribute to a meaningful cause
- Flexible, supportive volunteering environment

How to Apply

Please send a short expression of interest, including your availability, any relevant experience or examples of social media work (if available).