



Draft Information Manager Position Description

Brief

The Information Manager will contribute to and be aware of all information to do with World Vegan Day. The role also involves running the information desk on the day of the event. This person will need to proof read and sometimes draft various documents in the lead up to the event

Reports To

- Administration Manager

Manages

- Web Content Manager
- Volunteers on the information desk

Works With

- Administration Manager
- Web Content Manager
- Everyone

Key Duties

Pre event

- Ensure all information on the World Vegan Day website is kept current
- Source article from Vegan Bloggers we can post on our website.
- Source receipts we can post on our website.

At event

- You will be managing the information desk on the day and managing your staff.

Post Event

- Collate all feedback submitted from patrons on the WVD website
- Letter thanking Volunteers for their assistance



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Financial Remuneration

We are a not for profit group made up of volunteers.

We are sure you'll feel rewarded in seeing a healthy and compassionate lifestyle promoted to our local community – and feel a sense of pride in delivering one of the best vegan festivals in the world. Hopefully you'll meet some great people along the way, and maybe leave a positive impression of veganism with someone on the day.

Unfortunately, our shoe-string budget doesn't allow us to buy you lunch or pay for your costs in getting to the event.

For this role

- All phone cost will be reimbursed
- All postage and stationary will be reimbursed
- All out of pocket expense will be reimbursed but needs approval before spent.

Support

If you feel that you are falling behind, please contact the event manager for help. We're a very supportive team and enjoy helping and supporting each other.

Contact

Please contact volunteers@wvd.org.au if you are interested in this position or pass this onto someone that would love to help out our festival.