

Multilingual Australia

*Vision: A society where all the languages are valued and each of us can speak our chosen language
Mission: Helping people connect, learn and sustain their culture through language*

Position Description - Language Ambassadors

Language Ambassadors will be assisting Multilingual Australia's committee in collecting and maintaining language-specific databases about available resources, events and groups and support Multilingual Australia's mission.

Responsible To: Committee Members are accountable to the Vice-Chair, the other committee members, and the members.

Responsibilities and Duties

- Adhere to the mission, vision, and values of the organisation
- Help Multilingual Australia to update the 'Bilingual Language Directory' on the language the Ambassador represents
- Help Multilingual Australia to share the information with their community
- Represent the organisation well and serve as a positive role model
- Promote an organisation that is inclusive, supportive, and strengthens the community

Knowledge and Skills Required

- Being bilingual
- Have an interest in supporting their community
- Can enthusiasm to positively represent Multilingual Australia Inc.
- Ability to work with diverse groups
- Good organisational and time management skills
- Ability to listen, problem-solve, and react quickly
- Good IT skills such as Excel, outlook and desktop research
- Work independently and as part of a team

Commitment

The estimated time commitment for this position is 2 hours per fortnight (no strict hours).

The appointment term for this position is 1 year.

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Document Review

Last reviewed date: 12/06/2022

Reviewed by: Vice Chair and Governance Manager

Approved by: Management Committee

Date Approved:

Next review date: 05/10/2023

Position Holder Agreement

I have read and agree with the above position description.

Name: _____ Date: _____

Signature: _____