



AALA National Advocacy and Policy Officer and Subcommittee Secretary Volunteer | Position Description

About the role

- Would suit candidates with media experience or interest in working with media, and/or studies in journalism, media and communications
- Source media opportunities, draft media releases, liaise with journalists
- Draft advocacy and policy submissions to the legal profession, government and other bodies
- General support to National Director of Advocacy and Policy Portfolio Subcommittee as Subcommittee Secretary
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing cultural diversity in law

The Role

The role assists AALA's National Director of Advocacy and Policy to coordinate AALA's relationships with the media and draft advocacy and policy submissions in line with AALA's purposes. The role will involve assessing opportunities for advocacy, policy and news media exposure for AALA and implementing an advocacy, policy and news media strategy.

Specific responsibilities include:

- Work with AALA's National Director of Advocacy and Policy to manage AALA's relationships with the media and journalists
- Work with AALA's National Director of Advocacy and Policy to draft media releases, advocacy and policy submissions in line with AALA's purposes
- General support to National Director of Advocacy and Policy Portfolio Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration

Skills Required

- This role will suit candidates from a background in media, communications and/or policy development who possess the following transferable skills:
- Experience with crafting effective messages for mainstream media (e.g. print, digital, TV, video)
- Ability to work autonomously and with initiative
- Effective engagement of a range stakeholders
- A commitment to quality service standards and delivery
- Well-developed verbal and written communication skills
- Ability to work collaboratively
- Tech savvy and skilled in image and video editing and production software, Microsoft Office suite, Google suite

Time commitment and application

For the successful applicant a commitment to AALA's objectives is essential. You are expected to volunteer, on average, 3 hours of your time per week.

Term of appointment

12 months, subject to a 3-month trial period.

How to apply

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to president@aala.org.au by 6pm AWST 6 March 2026.

About the organisation

Asian Australian Lawyers Association (**AALA**)

AALA is the peak body for Asian Australian lawyers and lawyers with an interest in Asia regardless of background. We are a national, not-for-profit, volunteer-run organisation with Branches in all States and Territories.

We endeavour to foster cultural diversity and exchange in the Australian legal system and to help build connections with Asian legal systems.

We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers, and the non-profit and international sectors.

The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.