



# PROGRAM SUPPORT NOTES

## Careers in the Non-Profit Sector

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### ***For Teachers***

#### **Introduction**

One of the major sectors of employment and job experience, which tends to be neglected by jobseekers, is the non-profit sector. There are many non-profit organizations in the world that offer everything from voluntary work to satisfying employment. This program explores the diversity of opportunities and organizations, covering everything from community organizations, advocacy groups, philanthropic organizations and non-Government associations. Three prominent people who work in non-profit institutions discuss their career paths and the opportunities available for people with interest in particular issues. As many people volunteer and are employed by non-profit associations, this program details the range of opportunities that all job-seekers should consider.

#### **Timeline**

00:00:00	Introduction
00:00:41	What is a non-profit organization?
00:06:46	Link your passion to your career
00:11:14	Careers in non-profit organization
00:16:08	Conclusion
00:16:29	Credits
00:17:03	End program

#### **Related Titles**

*How will this help me get a job?*  
*The Job Seeker*  
*Emerging Occupations: New Jobs of the 21st Century*  
*Negotiating Workplace Contracts*  
*Answering Interview Questions*  
*Are you Job Ready?*  
*E-Networking for Jobs*

#### **Recommended Resources**

<http://www.myfuture.edu.au/>  
<http://www.seek.com.au/>  
<http://www.probonoaustralia.com.au/>  
<http://www.pathwaysaustralia.com.au/>  
<http://www.careerone.com.au/>  
<http://mycareer.com.au/>  
<http://jobsearch.gov.au/default.aspx>  
<http://www.jobguide.deewr.gov.au/>

**Student Worksheet**

**Initiate Prior Learning**

1. What is your understanding of a non-profit organization?

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2. With your class, brainstorm some non-profit organizations, which exist today.

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3. Have you ever been involved in any voluntary work?

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4. Discuss the benefits of people working in a voluntary capacity, especially in the context of future employment.

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## Careers in the Non-Profit Sector

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5. Look through the Job Guide and the [www.myfuture.edu.au](http://www.myfuture.edu.au) website. Identify the type of jobs that could be available in the non-profit or voluntary work sector.

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6. Do you have a passion for a particular cause? Where and how could you demonstrate your commitment to that cause, and what sort of paid and un-paid work would be required?

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**Active Viewing Guide**

1. What definition does the program give for a non-profit organization?

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2. Name some typical organizations that fit into this category.

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3. How do voluntary and community organizations employ people? What type of jobs/voluntary work is available?

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4. Describe the role of the Sea Shepherd Foundation.

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5. What role does the Prahran Mission have, and what sort of work do they do?

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6. Community radio station 3PBS offers a range of opportunities. What are they?

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## Careers in the Non-Profit Sector

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7. "Link Your Passion to Your Career" is a critical part of the program. What does it mean?

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8. Define "altruism". How does it relate to working in non-profit associations?

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9. What are the advantages of working as a volunteer? How does that relate to career/employment options?

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10. A range of typical paid jobs are discussed at the three organizations. List some of them and the type of work involved.

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11. How do your values and attitudes relate to employment?

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12. What key points are made about the benefits of working in the non-profit sector?

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## Careers in the Non-Profit Sector

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13. Describe what motivated each of the three interview subjects to apply for each of their positions in the non-profit sector.

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14. What are the career-related benefits of working in the non-profit sector?

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15. What points are made about considering working in the non-profit sector?

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### Extension Activities

1. Arrange a visit to a local community organization, charity, or non-profit organization. Investigate the range of paid and unpaid jobs available.
2. Invite a guest from a non-profit organization to the class to discuss career options and work opportunities.
3. Research the number and types of non-profit organizations in America, and the types of jobs and opportunities they have.
4. Design a pamphlet for young people, encouraging them to consider voluntary work and careers in the non-profit sector. Invite a careers counselor, employer, and parents etc to comment on your pamphlet and provide feedback.
5. Make a short film about some non-profit organizations in your local area. Interview some key people and then screen it to an audience for feedback.
6. Using the Job Guide and other sources, as well as your original research before the program, provide a comprehensive look at career opportunities in the non-profit sector
7. Invite a volunteer or someone at a local community centre etc to the class to discuss their career pathways and the reason they work in the non-profit sector.



## ***Suggested Student Responses***

### **Active Viewing Guide**

1. What definition does the program give for a non-profit organization?  
**An organization that is either a non-Government organization or a welfare or charity, or community group. These organizations exist on donations, subscriptions or funding, and do not make a profit.**
2. Name some typical organizations that fit into this category.  
**Radio stations, animal welfare, community groups, social clubs, education, unions, issue-based organizations, welfare, etc.**
3. How do voluntary and community organizations employ people? What type of jobs/voluntary work is available?  
**In a casual/part-time capacity for specific roles in the organization. Some employ paid staff in a variety of jobs. Jobs available include administration, fund-raising, accounting, marketing, media and communications, etc**
4. Describe the role of the Sea Shepherd Foundation.  
**The organization advocates for environmental issues, including looking after eco-systems, animal welfare, ocean conservation, etc**
5. What role does the Prahran Mission have, and what sort of work do they do?  
**The Mission is an outreach welfare organization providing community support and assistance to homeless and other welfare recipients. It also is involved in healthcare, rehabilitation and exhibitions.**
6. Community radio station 3PBS offers a range of opportunities. What are they?  
**Volunteer work on-air as well as off-air. Its role involves administration support, music sourcing and filing, technical support, fund-raising, and promoting under-represented music and musicians.**
7. "Link Your Passion to Your Career" is a critical part of the program. What does it mean?  
**If you have strong beliefs or values related to a particular cause or issue, then you can find voluntary or paid work with organizations that fit in with your values in the non-profit sector.**
8. Define "altruism". How does it relate to working in non-profit associations?  
**Having a strong social commitment, and the need to help other people, above your own needs.**
9. What are the advantages of working as a volunteer? How does that relate to career/employment options?  
**Voluntary work allows you to develop skills and knowledge to enhance your experience and resume and search for paid employment. It also allows you to help others in an area of interest or passion that would not be available in a paid capacity. Many opportunities in a voluntary capacity translate to employment skills and options.**
10. A range of typical paid jobs are discussed at the three organizations. List some of them and the type of work involved.  
**Jobs include: administration, marketing, fund-raising, public relations, technical support, media and communication, submission writing, etc**

11. How do your values and attitudes relate to employment?  
**If you are passionate about something, or have strong values about an issue or concern, then employment in an organization that reflects those attitudes will be very useful. That passion usually translates to employment and a commitment to the organization.**
12. What key points are made about the benefits of working in the non-profit sector?  
**It offers career advancement, training, skill development, an opportunity to try a range of jobs/skills, meeting a range of people, resume development, stepping stones to paid employment, community involvement, job satisfaction, meaningful work, connect your values with career development.**
13. Describe what motivated each of the three interview subjects to apply for each of their positions in the non-profit sector.  
**Sea Shepherd- Gillian: She was motivated by altruism, committed to a cause, and wanting to help the organization.**  
**Prahran Mission- Erica: She was keen to help people, work with charities, and help the poor.**  
**3PBS- Damon: He loved music, and helping at a radio station that tallied with his philosophy of music, as well as the friendly atmosphere at the station.**
14. What are the career-related benefits of working in the non-profit sector?  
**It provides valuable work experience, a chance to develop skills for the resume, a chance to work in an area of interest related to values and attitudes; it provides career development and career pathways, and steps towards paid employment in a satisfying field. There is also the opportunity to develop networks and contacts, community involvement, engage in meaningful work and connecting values with career.**
15. What points are made about considering working in the non-profit sector?  
**Non-profit sector provides a diversity of opportunity, a wide range of jobs and experiences, the chance to earn a living in a dynamic organization, career pathway options, and values related work. Above all, it is a major provider of voluntary and paid employment often overlooked by people.**