

## COMMUNICATIONS AND COMMUNITY OFFICER

<p><b>Values</b> <b>Courage</b> We challenge the status quo</p>	<p><b>Vision</b> “A socially just, culturally rich, and ecologically restorative future” - ILFI</p>
<p><b>Inclusion</b> We offer opportunities for all</p> <p><b>Inspiration</b> We inspire new practices</p>	<p><b>Mission</b> To provoke others into doing remarkable things and show the world what good looks like in building, community, and organisational development.</p>

## POSITION DESCRIPTION

<b>Title</b>	<b>Communications &amp; Community Officer</b>
Relationships	The Communications & Community Officer reports to the Chief Executive Officer (CEO) and would also work closely with the Technical Officer and Biophilic Design Initiative Advisory Panel.
Key responsibilities	<p>Primary Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>● Assist with implementing the communications strategy</li> <li>● Prepare and deliver marketing materials, including newsletters, social media, and event collateral</li> <li>● Maintain the LFIA website content (WordPress)</li> <li>● Assist with internal and external communications, including to members, Living Future Collaboratives, volunteers, working group members and other stakeholders as required</li> <li>● Assist with the planning, organisation, and delivery of events</li> <li>● Maintain membership and contact databases</li> <li>● Assist with the day-to-day operations and administration of the organisation</li> <li>● Support and prepare for Board Meetings</li> <li>● Attend internal and external meetings as required</li> <li>● Fulfil other tasks as requested.</li> </ul>

Offer	<p>Whilst intended as a permanent part-time role in future with the potential to expand, this position is offered initially as:</p> <ul style="list-style-type: none"><li>● A 6-month fixed-term role, beginning October 2020</li><li>● Ideally Sydney or Melbourne based, however would consider anywhere on Australia's east coast for the right person</li><li>● Part-time, 3 days per week</li></ul> <p>The position allows for flexible working arrangements and the employee will work from home for the foreseeable future.</p>
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