

Position: Communications Coordinator

Position type: Part time, fixed term

Reporting To: CEO

Reporting Staff: Nil

Location: Kununurra with some travel within the East Kimberley region and occasional interstate travel.

Kununurra is a vibrant regional town in the majestic Kimberley region of Western Australia. Its close vicinity to Lake Argyle, Keep River National Park and the Gibb River Road offer an unparalleled outdoor lifestyle.

The organisation Binarri-binyja yarrowoo Aboriginal Corporation ('BBY') is the backbone for Empowered Communities in the East Kimberley.

It was established in 2016 by Aboriginal leaders to drive reforms to bring about a future in which 'enduring and effective Aboriginal-led reform transfers power and responsibility to Aboriginal people and creates opportunity for the social, cultural and economic development of our children and families'.

As the backbone organisation, BBY works with the Aboriginal leadership, member organisations and the wider community to:

- Provide strategic guidance to develop a common agenda;
- Support aligned activities under that common agenda;
- Establish shared measurement practices;
- Build public will, consensus and commitment;
- Advocate for an aligned policy agenda; and
- Mobilise funding to support the common agenda.

A key aspect of this work (as outlined in BBY's Strategic Plan) is building capability and leadership of member organisations across the East Kimberley.

Role objective The Communications Coordinator will play a critical role providing strategic communications and stakeholder engagement to support an Aboriginal-led long-term development agenda in the East Kimberley, by:

- Building and maintaining solid partnerships with member organisations to better develop, coordinate, direct, and facilitate strategic communications designed to support the Empowered Communities agenda;
- Assisting the coordination and promotion of meetings, workshops and online webinars to member organisations across the East Kimberley;
- Contributing to supporting BBY's practices and methods which are informed by and have a strong foundation in innovative and effective development practice, and;
- Working in close collaboration with the Community Engagement Leader, the Community Development Advisor, the Data Manager, the (yet to be recruited) Sector Development Coordinator, and the CEO to amplify the efforts of a small team.

Key responsibilities

- Responsible for planning and creating marketing and communications for Empowered Communities East Kimberley, including internal and external communications, such as emails, advertisements, newsletters, website content, social media and other online/written forms of communications;
- Ensuring timely delivery of key objectives as defined in the BBY Communication Strategy, including brand-building, events and membership;

- Develops social media content to provide a consistent, targeted, and impactful messages;
- Develops an understanding of short- and long-term goals and planned initiatives as outlined in the Regional Development Agenda;
- Effectively supports joint communication and sharing of knowledge for adaptive practice with all relevant stakeholders.

Qualifications, skills and experience

- Proven skills and experience in strategic communications, community development planning and/or community engagement;
- Excellent communication, facilitation, presentation and copywriting skills (verbal, written, visualisation);
- Excellent organisational and time management skills with the ability to prioritise workload to meet deadlines, with exceptional attention to detail;
- Relevant experience working on social media platforms, website builders, content creation platforms, and highly skilled across MS Suite;
- Proactive approach in resolving problems and issues, and ability to professionally moderate social media platforms and respond to enquiries.
- Recent experience working with Aboriginal and Torres Strait Islander communities or in international development would be an advantage;
- Driver's license is desirable.
- Ability to work collaboratively in a small team.

Employment conditions

Employment conditions are aligned with the Aboriginal Communities and Organisations Western Australia Interim Award 2011.

- Salary negotiated in line with experience;
- Fixed-term contract, with extension subject to funding and performance;
- 4 weeks annual leave;
- Relocation assistance available;
- Remote area housing benefit (subject to eligibility requirements);
- Salary packaging is available.
- National Police Clearance and Working with Children Check required;
- Current drivers licence desirable

How to apply

Apply in writing by sending a current CV, cover letter and a statement (no more than 2 pages) addressing how your qualifications, skills and experience equip you to fulfil the key responsibilities of the position.

Please include a brief portfolio (analog or digital) highlighting your previous work.

Applications are due by close of business **Monday 1 February**.

Further information about the position can be obtained from Christy Hawker on ceo@bby.org.au or 0450 653 743.

Further information about the organisation is available at www.bby.org.au

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.