



COMMUNICATIONS AND ADMINISTRATION OFFICER (FULL TIME)

Job Description

Women's Health Matters (incorporated as Women's Centre for Health Matters Inc.) is an independent, non-partisan think tank that works to improve the health and wellbeing of women in the ACT and surrounding region, especially those experiencing disadvantage and vulnerability.

WHM's core business is evidence-based social research, policy development, advocacy and health promotion. We identify current and emerging health and wellbeing issues impacting all women in the ACT and surrounding region and develop evidence-based solutions to close the gaps.

Position overview

The position works in a small team environment under the general direction of, and is responsible to, the Chief Executive Officer (CEO). This position is responsible for the provision of WHM's social media, digital and communications activities, and administrative support that contributes to the smooth running of the office.

The Communications and Administration Officer will:

- Use WHM digital technologies to inform the public of WHM's work, raise awareness about women's health and wellbeing issues and support WHM health promotion initiatives.
- Conduct social media updates and monitoring, and develop content for social media platforms.
- Maintain and manage WHM social media accounts and the regular WHM newsletter.
- Assist with maintaining information on WHM's website.
- Monitor, evaluate and report on social media, communications activities and health promotion initiatives.
- Event management and support.
- Provide general administrative support to the office including managing the office email, maintaining the member database and assisting in general office management.
- Contribute to the governance, strategic planning and other activities of WHM.
- Represent WHM as required.
- Perform other duties as directed and as required as part of a small team and necessary to the proper performance of the role.

Selection Criteria

Essential Criteria

1. Relevant qualifications in a related discipline/ and or experience in a similar position.
2. Excellent verbal and written communication skills.
3. Proven ability to use social media to drive interaction with content and messaging.
4. Well-developed digital literacy.
5. Current Driver's Licence.
6. A commitment to the mission, values and vision of the Women's Centre for Health Matters which includes working within a feminist framework and a social determinants model of health.

Highly Desirable Criteria

7. Experience in the not-for-profit sector.
8. Experience of using website content management systems such as WordPress.
9. Experience of creating and sending e-newsletters (preferably using a platform such as MailChimp) and managing contact lists.
10. Experience in event management and coordination.