

# Associate Consultant, Communications

As an associate consultant at Ellis Jones you'll contribute to communications that move people to solve problems, create opportunities and improve society.

- Work with leading brands on high profile initiatives
- Exercise your strategy and digital comms expertise
- Achieve measurable social impact

## Overview

Ellis Jones is on a mission to change society for the better through strategy-led communications, social innovation, digital marketing, and creative campaigns.

Contributing your competencies in strategic communications you will learn to excel in your use of the written word to create compelling content for owned, earned and paid channels.

You will work hard to understand what your clients want to achieve and their constraints, and work within these to help make success happen. You'll continually be seeking opportunities where we can work to make an impact.

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You'll be a supportive colleague to those around you, pitching in when they need a hand. You'll take responsibility for delivering your own work to an excellent standard. You will be optimistic, creative, diligent and kind. You are ready. Importantly, you'll be supported by a leadership team and colleagues, as well as an agency collaborator network, that comprises experts with deep and broad experience. We love what we do. We work together to overcome challenges, and we celebrate achievements with our clients. The sectors we work in are growing, have complex issues to solve and have a positive impact on society. It's very good work



## Your responsibilities:

- Contributing to development of marketing, communications and campaign strategies
- Contributing to brand and campaign identity development, working collaboratively with the agency's design studio
- Contributing to market research including facilitation of focus groups, conducting interviews, desktop analysis and report writing
- Content, copy, speech, and report writing
- Client relationship management – maintaining a positive relationship with clients at all times
- Supplier relationship management – maintaining a positive relationship with suppliers at all times
- Project management – including supporting timeline and budget management and quality control
- Maintenance of comprehensive records stored on the server and Teamwork project management system – ensuring all knowledge generated is maintained and shared
- Contributing to Ellis Jones marketing activities including generating content (blogs, social, collateral) and monitoring industry developments
- Contributing to business development activities – identifying opportunities to grow current contracts
- Other duties as directed from time to time

## Your experience, qualifications & skills:

- Strategic marketing, communications, and campaign knowledge and skills, applied in achieving client communications and organisational objectives
- Outstanding writing, editing and proofing skills applied in content and copy writing, strategies, reports, and proposals
- A strong social purpose evident in your work and life
- Effective use of digital communications to build measurable engagement
- An understanding of qualitative and quantitative research approaches
- Time and project management skills – ensuring all project and retained work is delivered on time, and on budget
- Confidence presenting to and engaging with clients in a manner that inspires their confidence and support for the agency
- Strong computer software skills in MS Excel, MS Word, and MS PowerPoint (Basic Adobe CS and html skills an advantage)
- At least 2 years' experience or significant internship or work experience.

## Rewards and benefits:

The base annual salary range is \$50,000 - \$60,000 including superannuation commensurate with experience.

Additional benefits include:

- Flexible working arrangements to support employees to balance their personal and work life.
- Access to an Employee Assistance Program.
- Mobile phone allowance.
- Learning and development opportunities.
- Opportunity to work with a team of experts with diverse experience and interests, applying unique insights and approaches, united by systems and purpose.
- An everyday working environment that is friendly, supportive, collaborative, and positive.

## Location

The Ellis Jones office is located in a converted warehouse in Collingwood, Melbourne, Victoria.

We are accepting applications from people located in Melbourne.

## Get in touch

If this sounds like you, please send through a cover letter/email and your CV to [info@ellisjones.com.au](mailto:info@ellisjones.com.au)

*Ellis Jones is committed to building a diverse workforce. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from diverse cultural and linguistic backgrounds, people of all ages and LGBTIQ people.*

