



MULTICULTURAL
COUNCIL of TASMANIA

Position Description

Digital and Events Officer

Classification:	Social, Community, Home Care and Disability Services Industry Award, Level 4 Grade 1
Salary:	\$36.62 per hour (Level 4 Pay Point 1)
Conditions:	Ongoing, subject to three months' probation
Hours:	Part time — 27½ hours per week (standard arrangement, subject to negotiation, of 9am to 3am Monday to Friday, with a ½ hour unpaid break daily)
Location:	65 Hopkins St, Moonah, Hobart
Reports to:	CEO
Responsible for:	Digital design for website, social media and newsletter; organising events such as festivals, conferences and Harmony Week activities; maintaining member databases; carry out member communications; and undertaking administration tasks.

Summary of Key Responsibilities and Tasks

	<p>Under supervision from the CEO, and based on content and approaches agreed with the CEO, the Digital and Events Officer is to:</p> <ul style="list-style-type: none">• Design, maintain and update MCOT's website, using WordPress with a DIVI builder theme.• design and organise MCOT's social media presence, including live video events, MCOT's newsletters and MCOT documentation.• Organise festivals, conferences and Harmony Week events, including liaison with: other non-government organisations; federal, state and local governments; libraries; schools; businesses; artists; academics; venues; and logistics. Design relevant websites and social media. Prepare reporting.
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	<ul style="list-style-type: none"> • Maintain member databases and carry out member communications. • General assistance to MCOT members and general support tasks including research and grant applications. • Other associated tasks as directed by the CEO.
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Position overview

The Multicultural Council of Tasmania (MCOT) is a peak body serving and representing its membership. The membership consists of multicultural community organisations and individuals with a culturally, linguistically and religiously diverse background.

MCOT gathers information from its members, raises issues with each level of government and the media, and reports back to its members. From time to time MCOT also facilitates and coordinates community services, activities and events.

All MCOT staff need to be respectful and effective communicators with people of various backgrounds.

MCOT is a small organisation, with three part time staff in Hobart and one part time officer in Launceston. Given MCOT’s size, all MCOT staff need to be self-starters, and to be motivated and diligent in serving MCOT’s membership.

The Digital and Events Officer reports to the CEO, who supervises this position and advises of the content and general approaches to be adopted. In this context, the role of the Digital and Events Officer is as follows.

- Design, maintain and update MCOT’s website, using WordPress with a DIVI builder theme.
- Design and organisation of MCOT’s social media presence, including live video events, MCOT’s newsletters and MCOT documentation.
- Organise festivals, conferences and Harmony Week events, including liaison with: other non-government organisations; federal, state and local governments; libraries; schools; businesses; artists; academics; venues; and logistics. Design relevant websites and social media. Prepare reporting.
- Maintain member databases and carry out member communications.
- Provide general assistance to MCOT members and undertake general support tasks including research and grant applications.
- Perform other associated tasks as directed by the CEO.

ESSENTIAL SELECTION CRITERIA

- Demonstrated excellence in web design, including in the use of Wordpress with a DIVI builder theme.
- Demonstrated excellent use of social media in a professional setting.
- Experience in the organisation of multi-faceted events.
- Interpersonal skills including empathy, forbearance, warmth, open-mindedness and an enthusiasm for serving Tasmanians with a culturally, linguistically and religiously diverse background.
- Strong listening skills, and a capacity for clear verbal and written communications in English.
- The successful candidate must:
 - have the right to work in Australia;
 - satisfy a Working with Vulnerable People Check following commencement; and
 - have some flexibility in the pattern of hours of paid work so as to facilitate up-to-date posting and to liaise with contacts when organising events.

OPTIONAL, DESIRABLE TRAITS

The following traits will be looked upon favourably.

- Qualifications in digital communications, marketing, business management and/or event management.
- Skills in languages other than English.
- Experience in community development, business development, grant applications and/or drafting reports.

To apply for the position, please send a cover letter (no more than two pages long) and your resume to office@mcot.org.au by Sunday 30 May 2021.

For more information, please contact Duncan Spender at ceo@mcot.org.au or on 0401 065 131.