Job Description

Job Title:	Communications Assistant	
Department:	Member Support	
Location:	Surry Hills, Sydney	
Reports To:	Communications Senior Manager	
Key Relationships:	*Internal:* • RANZCO Team	*External:* • Fellows
Job Purpose:	Provide all-round assistance to ensure the efficient and effective provision of communication services.	
Key Responsibilities & Accountabilities:	• Support the Communication processes of the College through website editing, drafting campaigns, reviewing analytics and proof reading. • Assist with the production of the Eye2Eye magazine through interviews, copy writing, creative writing and composing articles. • At the direction of the Communication Senior Manager, assist with social media posts. • Contribute to the smooth running of communication administration processes. • Work closely with the Advocacy department to ensure communication and messaging is clear, concise and impactful. • Do any such other relevant tasks as directed by the Communications Senior Manager, Head of Member Support or the CEO. • Maintain policy and procedures for all areas of responsibility.	
Measures of Performance:	Fulfillment of key responsibilities as outlined in this job description and agreed with the Communications Senior Manager	
Individual Capabilities:	• Highly organised with exceptional attention to detail and time management skills • Ability to work independently and in a self-directed fashion • Strong sense of accountability	
Qualifications & Experience required:	• Experience working in print and digital publications • Experience working in the medical, education or not for profit sector • Relevant degree or qualification in communication or related field • Experience working with CRMs, campaign management systems, CMSs and social media platforms • Exemplary interpersonal skills, including effective listening, empathy and diplomacy, and the ability to build relationships within confidential and sensitive settings	