



NIYEC

National Indigenous Youth
Education Coalition

Job Description

Communications Officer

ROLE SPECIFIC

Direct reports	Nil
Reports to	CEO
FTE	.6 FTE, 22 hours/week
Location	Office is based in Melbourne. We are flexible to accommodate work from home arrangements.
Salary Range	\$70,000-\$75,000 + Superannuation Pro Rata
Status	1 year contract with possibility to extend

ROLE SUMMARY

The Communications Officer role is an integral part of engaging young mob and our broader audience in the activities and opportunities available with NIYEC. In this role, you will be responsible for using your creativity and strong communications skills to help share NIYEC's story, centre and platform the voices of young mob, drive and co-develop NIYEC's communications strategy and support our fundraising efforts. As we are a growing organisation there will also be opportunity to engage and support the programmatic work of NIYEC, including supporting the development of NIYEC resources and written material.

ABOUT NIYEC

NIYEC brings together Aboriginal and Torres Strait Islander young people, of different passions and experiences, to reclaim our Indigenous rights to education and drive a new generation of learning for the future of our Nations.

Values

Cultures

Country

Community

Agency

ROLE RESPONSIBILITIES

1. Implementing Communications Strategy

- Design, implement and evaluate NIYEC communication strategies, marketing plans, event promotion, community campaigns and social movement building initiatives;

2. Managing our communications channels

- Create and coordinate internal and external print and digital communication channels and technologies, social media content and publications ensuring they are consistent with NIYEC's values, vision and identity. This may include:
 - Developing creative storytelling opportunities with young mob to share their voices, experiences, visions for education.
 - Scheduling and creating digital media content
 - Writing and producing EDM's
 - Reviewing and maintaining the NIYEC websites
 - Engaging with graphic designers and artists as needed
 - Supporting NIYEC team with developing presentation material as needed
 - Writing media releases and engaging media as needed
 - Supporting the development of NIYEC resources and other publications

3. Assist Fundraising Initiatives

- Working primarily with the CEO to support fundraising initiatives, this will include by is not limited to
 - Creating content for fundraising campaigns
 - Creating EDM's for donors
 - Driving communications strategies to promote NIYEC to new and continuing donors

4. Assist event coordination

- Work with NIYEC team to support event logistics and design as needed

KEY SELECTION CRITERIA

1. A strong understanding of Aboriginal and Torres Strait Islander communities, strengths and issues, particularly those related to education and young people.
2. Strong written and verbal communications skills
3. Demonstrated experience in developing, implementing and monitoring communication and campaign strategies.
4. Experience with managing and updating website content (WordPress / Squarespace).
5. Creativity and passion for storytelling through different mediums; including digital media.
6. Demonstrated experience using Adobe Creative Suite (e.g Illustrator, InDesign), Canva or equivalent.
7. Demonstrated ability to work as part of a team and comfortable using online team collaboration tools like G Suite and Asana.

****Aboriginal and Torres Strait Islander People strongly encouraged to apply.**

Applications close midnight 30 July 2022

