



Position Overview	
Position Title:	Communications & Events Coordinator (Specialist Position)
Term:	18-month fixed term contract, with possibility of extension
Hours:	Full-Time: 38 hours per week
Location:	Remote (Work from Home) - Gender and Disaster Australia is a national organisation with staff primarily based in Victoria. The organisation does not maintain a physical office space, and permanent remote working arrangements are in place for all staff. - Applicants must be based in Australia. This role will require travel to organisational meetings in Victoria and occasional events. It is expected that most events throughout 2025-26 will be held in Victoria.
Reports To:	Chief Executive Officer (CEO)
Direct Reports:	Nil
Company Profile	
Gender and Disaster Australia (GAD Australia) is the leading national organisation working at the intersection of gender and disaster. We undertake research, and deliver evidence-based information, training and resources to address and minimise the harmful impacts of gender stereotypes before, during and after disaster. GAD Australia advocates, advises, and works in partnership across the system to transform disaster planning, policy and practice, and to support better outcomes for women, men and LGBTIQ+ people.	
Position Summary	
GAD Australia is a dynamic organisation entering an exciting period of growth and change. Our work is expanding to engage a broader and more diverse range of partners and stakeholders, guided by our strong vision to create a society where all people are seen, heard, safe and supported, through gender-informed action before, during and after disasters. The Communications and Events Coordinator is a newly created role that will be central to supporting the CEO and leadership team in communicating and delivering the GAD Australia Strategic Plan 2025–2030. This is a high-level specialist role that also requires a hands-on approach: from developing, leading and managing our communications strategy, media engagement and events, to writing media releases, producing newsletters, posting to social media, and updating resources to reflect our evolving brand.	
Duties & Responsibilities	
- Develop, manage and implement a communications strategy, media strategy and business plan to promote and amplify GAD Australia's vision, strategy and impact with clarity and integrity. - Coordinate media engagement and content, including writing media releases, talking points and public responses in preparation for media opportunities and interviews. - Provide expert communications advice and strategies to support stakeholder engagement, strengthen GAD Australia's reputation and expand its reach and partnerships. - Develop and deliver a program of GAD Australia events, including a conference, webinars and podcasts, and manage the organisation's participation in external events and conferences. - Manage and maintain the GAD Australia website and online training hub, ensuring content is current, accessible and aligned with organisational branding and messaging. - Plan and implement a social media strategy and content calendar to grow GAD Australia's digital presence, including creating posts, monitoring engagement and producing a regular newsletter for stakeholders and partners. - Write and produce engaging content for a range of purposes and platforms including social and mainstream media, articles, newsletters, presentations and web platforms. - Develop and maintain a GAD Australia style guide and support the team to apply consistent branding and messaging across all communications, including presentations and promotional materials. - Stay up to date with best practices and emerging technologies in digital and social media, applying them to enhance communication efforts.	



- Monitor and report on communications performance using tools such as Google Analytics and social media metrics and apply SEO and content optimisation strategies to improve reach and engagement.
- Track and evaluate communications, media and event outcomes to support continuous improvement and inform future planning.

Key Selection Criteria

Essential:

1. Extensive experience (at least five years) in a similar role within a purpose-driven organisation, or formal qualifications in communications, public relations, media management or digital campaigns.
2. Experience developing and implementing communications strategies that engage diverse audiences and enhance visibility and impact.
3. Experience managing media relations and securing media coverage.
4. Extensive experience planning, managing and delivering a range of events, such as conferences and webinars.
5. Exceptional written communication skills, including an excellent standard of English and grammar, and the ability to produce clear, compelling content across multiple platforms.
6. Strong skills in managing digital and social media, with current knowledge of tools, trends and best practice across platforms including Facebook, X (Twitter), LinkedIn and Instagram.
7. Strong skills in digital communications and content management, including experience with website maintenance, SEO, content optimisation, and the use of analytics tools to monitor and enhance engagement.
8. Strong planning, evaluation and continuous improvement skills, with the ability to assess the impact of communications, media and events and inform future activity.
9. Ability to work both independently and collaboratively, undertaking tasks at all levels from strategy through to delivery.
10. Ability to work under pressure and manage competing deadlines, with a high attention to detail and quality.

Desirable:

11. Strong writing, editing and layout skills for developing articles, opinion pieces, reports and other publications.
12. Alignment with GAD Australia's vision and values.

Benefits

- Generous remuneration.
- Flexible and remote working arrangements.
- 4 weeks annual leave (pro rata) and leave loading.
- Additional three (3) days leave between Christmas and New Year.

Work Health & Safety Obligations

All staff are required to:

- Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to their supervisor.

Approved by: Chief Executive Officer

Date of Approval: 28/07/2025