

**Position Description** – Communications Coordinator (Public Communications & Media Relations)

**Salary** – Competitive salary based on experience

**Employment** - Full time or part time (3-5 days per week)

**Location** – Fully flexible (home and/or office-based, depending on preference and location)

**Reports to** – Associate Director/s

### **About the role**

Australia's leading purpose-driven Strategic Communications and PR firm is looking to hire an early-career Communications Coordinator to join our growing team.

We're looking for someone engaged with news, current events and politics, and passionate about achieving social change - an excellent writer with confidence in your analysis and experience working with the media.

If successful, you'll work for nationally significant clients making a difference on critical issues like workplace rights and justice, family and domestic violence, renewable energy, and indigenous advancement.

You should have the ability to quickly understand and distil complex information to brief journalists or produce communications materials like press releases and policy briefings. You'll be organised and able to manage your time in line with competing priorities, with a willingness to pitch in, learn new skills and engage with novel subject matter.

### **ESSENTIAL CRITERIA:**

- 1-5 years' relevant experience (e.g. in media/journalism, communications/PR, politics or consulting).
- Relevant university qualification or additional relevant experience.
- Excellent writing and communication skills, including the ability to think strategically and confidently analyse situations and provide advice.
- Exposure to challenging political issues and engagement with news and current affairs, including employment and workplace justice-related issues.
- Up-to-date understanding of the role of digital and social media in communications and campaigns, and experience driving digital/social engagement.
- Awareness of and interest in issues affecting Aboriginal and Torres Strait Islander peoples.
- Excellent organisational skills and ability to manage competing priorities.
- Ability to work independently and to collaborate as part of a team.

### **About Shape**

The Shape Agency specialises in communicating on complex issues in politically charged contexts. We combine market research, strategic analysis, and effective execution to help shape public debate and stakeholder perceptions. Our clients include well-known NGOs, high profile government agencies, and socially interested corporates working on some of the biggest challenges facing society.

We create space for progress on issues as diverse as energy and climate change, criminal justice reform, workers' rights, sustainable finance, obesity and body image, mental health, and voluntary assisted dying.

We select our clients based on their purpose (in other words, we work for the good guys!). We're proud of our work, and who we work for – which includes many organisations led by people with lived experience of the issues they seek to address.

### **Working at Shape**

At Shape we work creatively and collaboratively to deliver results for our clients. We're professionals who fight to win, but act with integrity, honesty, and respect. These values reflect our approach to work and life, so we pride ourselves on remaining true to them in our words and actions.

Together with our sister research business The Insight Centre, we are a team of more than 20 staff working from different parts of Australia, with hub offices in Sydney and Melbourne. We are a highly flexible workplace, utilising technology to make us more effective and cooperative. You will be able to work from home as often as you like – permanently if that is your preference.

*The Shape Agency is a diverse and welcoming place with a commitment to equality. We encourage applications from people with lived experience of diversity. Achieving equality and justice for Aboriginal and Torres Strait Islander peoples is at the heart of much of our work, and we encourage applications from Aboriginal and Torres Strait Islander people.*

### **Apply**

Submit your application via the ethicaljobs platform ([LINK](#))

For more information about Shape – [www.theshapeagency.com.au](http://www.theshapeagency.com.au)

For more information about the role, email [Felix@theshapeagency.com.au](mailto:Felix@theshapeagency.com.au)