



**Position Description:** Communications & Social Media Specialist

**Organisation:** Take 3 for the Sea

**Reports to:** CEO

**Location:** Virtual / Remote (Australian East Coast: Brisbane to Sydney preferred)

**Employment Type:** 3-4 days/wk part time; 3-month contract (with view to continue/expand)

**Commencement:** ASAP

### **About Take 3 for the Sea**

Take 3 for the Sea is an award-winning Australian not-for-profit organisation that aims to conserve the environment and protect wildlife from the impacts of plastic pollution and waste by leading a movement of people connected to the planet.

For over 15 years, Take 3 has delivered education and engagement programs that inspire individuals, schools, communities, and businesses to protect the planet by taking human-sized actions that make a big impact at scale.

### **About the Role**

Take 3 is seeking a passionate, creative and highly capable Communications & Social Media Specialist to join the organisation as a critically valuable member of the team. The opportunity is for an initial 3-month contract, with a view to continuing as a contractor or employee beyond this period.

This role is ideal for an emerging communications professional or content creator who lives and breathes digital platforms, understands trends, and wants to use their skills for real-world impact.

You'll help create and lead Take 3's communications across social media, web and campaigns. You will create cut-through content, strengthen community, and help mobilise people, partners and supporters around the world.

This is a hands-on role with real ownership, creative freedom and space to grow.

### **Key Responsibilities**

#### **Communications & Social Media**

- Develop and oversee communications across Take 3's globally significant channels, including **Instagram, Facebook, TikTok, YouTube and the Take 3 website**
- Create engaging, high-impact content that cuts through and aligns with Take 3's brand and values
- Moderate social media channels and actively strengthen our online community
- Stay on top of trends and platform changes — and know what works, where and why

## Content Creation & Storytelling

- Work with the team, partners, ambassadors and community representatives to co-create and publish compelling content
- Collaborate with staff and volunteers to develop engaging blog articles, impact stories and campaign content
- Support reporting and storytelling for donors, partners and grants through strong written and visual content

## Campaigns & Growth

- Help design and deliver digital campaigns that mobilise our community and deliver outcomes for partners, donors and supporters
- Contribute ideas that grow reach, engagement and participation across platforms

## Website & Digital Assets

- Oversee updates and improvements to the Take 3 website (WordPress)
- Use your design skills (e.g. Canva) to interpret brand guidelines into social media, website and promotional assets

## About You

You're a creative, capable communicator who loves bringing stories to life online. You understand how content works across different platforms and you're excited by the challenge of creating posts, videos and campaigns that *actually* make people feel something and take action.

You're confident working independently, comfortable making decisions, and proactive about getting things done. You don't need constant direction - you see what needs doing and jump in. At the same time, you enjoy collaborating with others and contributing ideas as part of a small, purpose-driven team.

You care about the planet (especially the ocean) and believe in the power of positive action. You want to use your skills to make a genuine difference through your work.

## Essential Skills & Experience

We're looking for a **communications wizard** who brings energy, creativity and initiative. Someone who is:

- A confident content creator who understands trends and "what works" across different platforms
- Competent in graphic design (Canva is totally fine) to create engaging social and promotional assets
- Comfortable working independently in a small, fast-moving team
- A self-starter with strong initiative who is able to make decisions and progress work without handholding
- Experienced across social media, content creation and digital communications

### **Desirable Skills & Experience:**

- Strong evidence of ability to **shoot, edit and publish engaging video content**
- Experience with audio production or podcast recording
- Experience using email marketing platforms to build engaging newsletters and sequential campaigns
- An understanding of ocean conservation issues and environmental awareness

### **What We Offer**

- Flexible, remote-friendly working arrangements
- Part-time contract role with opportunity to grow
- Meaningful work with real environmental impact
- A supportive, passionate and purpose-driven team
- The chance to contribute directly to the future growth of Take 3
- Opportunity to be mentored and supported by a highly experienced environmental leader

### **How to Apply**

Given this is a creative communications role, we encourage applicants to apply with a video or graphic that illustrates your creativity, passion and skills. Please email [info@take3.org](mailto:info@take3.org) along with a short cover letter outlining your experience and why you'd like to work with Take 3 for the Sea, please also include your CV.

Applications close: 1159pm AEDT Sunday 15<sup>th</sup> February 2026