

Centre for Future Work

Position Description

Administration and Communications Coordinator

Salary: \$88,100- \$94,792 plus superannuation

Position purpose

The Administration and Communications Coordinator will play a vital role in the operations of the Centre for Future Work. The role incorporates a range of administrative, organisational, and communications tasks and responsibilities undertaken in a small team environment.

This is a new position that offers the successful applicant opportunity to shape the role. The position requires strong organisational skills, excellent communication skills, attention to detail, and the ability to work both independently and collaboratively.

The Centre for Future Work is a small not-for-profit research centre that undertakes and publishes progressive economic and social research on employment and labour markets. The Centre is located in the Melbourne CBD. The position is a part-time role of 3 to 4 days a week with opportunity for hybrid work once the role is established.

Key responsibilities

Administration

- Establish and maintain office systems and manage organisation records.
- Act as a first point of contact for inquiries to the Centre.
- Assist with preparation of Board and committee papers, schedule meetings and liaise with Board and committee members.
- Handle accounts tasks, providing information to the external bookkeeper.
- Assist team members with project work.
- Other duties as required.

Communications, digital and design

- Assist in development and implementation of the Centre for Future Work's communications strategy.
- Create digital content and contribute to development of digital marketing materials and updates for social media, newsletters, website, print documents and other channels.

- Contribute to the Centre’s digital presence including to the redevelopment and maintenance of the website and social media accounts.
- Co-ordinate content for Centre newsletters and other communications, format and manage distribution.
- Maintain and develop contact lists.
- Assist with media communications to promote CFW research.

Event management and support

- Advertise and manage event bookings including liaising with suppliers to obtain quotes, and book venues, equipment, catering.
- Liaise with external speakers; book travel and accommodation.
- Manage and promote webinars.

Key Selection Criteria

- **Organisational skills:** Ability to multitask, prioritise, and manage time effectively.
- **Communication skills:** Demonstrated ability to effectively communicate with diverse stakeholders and with audiences across a range of platforms (e.g., social media, blogs, websites, formal reports).
- **Digital literacy and software proficiency:** Competency with standard office software (e.g., Microsoft Office Suite). Ability to maintain websites and social media accounts.
- Experience using graphic design software (Canva) to create print and digital marketing materials (e.g. flyers, event banners) is desirable.
- **Proactive, independent and collaborative team member:** The ability to work independently and take initiative, while also being a collaborative team member.
- **Experience:** Previous experience in managing the administrative/operational functions of a small organisation. Previous experience managing websites and digital content.

***The Centre for Future Work** conducts and publishes progressive economic and social research to advance understanding of the issues that affect working people. The Centre works in partnership with trade unions and other like-minded organisations. Alignment with the Centre’s values and a commitment to social justice is required.*

To apply for this position:

Submit your application addressing the selection criteria, with a resume to admin@futurework.org.au.

If you require further information prior to submitting your application, contact Fiona Macdonald on 0437 301 065.

Closing date for applications: Monday 9 March 2026.