

Communications and Membership Coordinator - Position Description

- Use your exceptional communications and administration skills to drive engagement across the network
- Embrace our flexible work arrangements - work from anywhere in Australia within standard business hours
- Part-time role 0.6 FTE, starting ASAP, until 30 June 2027, with possibility of extension.

This is a rare, hands-on opportunity at the intersection of communications, administration and emerging technology. You will work directly alongside the Executive Officer, supporting the day-to-day coordination that keeps SIMNA humming and members engaged.

You will be expected to embrace AI tools as a genuine productivity multiplier - drafting, scheduling, summarising, formatting and automating routine tasks in ways that let a small team do the work of a much larger one.

Key responsibilities

Communications:

- Draft, schedule and publish content across SIMNA's communication channels (email, social media, website)
- Use AI writing tools to produce high-quality first drafts quickly, with light editing from the Executive Officer
- Maintain a consistent and engaging tone of voice that reflects SIMNA's mission and community.

Membership and events:

- Maintain and update SIMNA's membership database and keep records accurate and current
- Support event logistics for online and in-person events, including registrations, Zoom setup and post-event follow-up
- Monitor and respond to routine enquiries via email.

AI-powered productivity:

- Proactively identify and implement AI tools and workflows to automate repetitive tasks
- Help update and maintain simple systems so knowledge is documented and accessible.

What qualities are absolutely required?

- A proactive, self-starting attitude - you spot what needs doing and get on with it
- Excellent written communication skills and strong attention to detail
- Reliability and professionalism
- Genuine enthusiasm for using AI tools to work smarter
- Comfort working independently in a remote, distributed environment
- Passion and commitment to making Australia a better place.



What experience is preferred (but not essential)?

- Experience with Mailchimp, WordPress or Squarespace, Slack, Zoom, Claude, Gemini or similar
- A background in communications, administration, non-profit or network coordination
- Familiarity with the Australian social impact ecosystem.

Who will I work with?

You will work closely with SIMNA's Executive Officer and Board Members.

What are the details?

- **Location:** It doesn't matter where you live within Australia - we are a national organisation with members all over the country, a growing online presence and Organising Committees in five locations
- **Duration:** This is a fixed-term part-time contract (0.6 FTE), starting ASAP, until 30 June 2027, with possibility of extension. This role is subject to a six-month probationary period.
- **Remuneration:** \$35.00 per hour (inclusive employer superannuation).

How to apply

If you think this opportunity is for you, we'd love to hear from you. Please send a one-page CV or link to your LinkedIn profile and a cover letter (no more than one page) telling us why this role excites you.