

Position Description



Title	Marketing and Communications coordinator
Location	Remote/work from home
EMPLOYMENT TYPE	Part-time or independent contractor with flexible hours
Reports to	CEO

About Us

Early Childhood Intervention Australia Victoria Tasmania (ECIA VIC/TAS) are a peak body representing quality providers working with children with developmental delay/disabilities and their families. We are a membership-based organisation, with members situated across Australia.

We promote best practice Early Childhood Intervention (ECI) services for every child and family by amplifying voices, leading with knowledge and driving transformational change. For the past 40 years we have been representing our members through advocacy, professional learning and networking opportunities. We are a child safe organisation working to ensure all we do meets current child safe standards.

This is a pivotal role, showcasing the work that ECIA VIC/TAS does to contribute to the inclusion of all children in their education, home and community settings.

You can read more about us [here](#).

The Role

This role supports the Chief Executive Officer and Project Lead to increase awareness and promote the work we do within the Early Childhood Intervention sector. Working with the team the Marketing and Communications Officer develops content, monitors social media channels and looks for opportunities to engage with stakeholders and to support our growing membership.

At a time when there are many reforms occurring for children and families, it is essential that we provide up to date information to members and stakeholders and provide opportunities to share their voices and perspectives.

Duties

Key responsibilities include content development for:

- All social media accounts to target key audiences and issues (Linkedin, Instagram, Facebook)
- Communications to members on key industry topics
- Communications to all subscribers
- Website articles for newsletters
- Website changes or updates

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Other responsibilities include:

- Identifying opportunities for key stakeholder partnerships
- Monthly reporting on all metrics from all platforms
- Overseeing of online communities to identify opportunities and risks
- Carrying out any tasks as assigned by the CEO in line with organisational priorities

Essential criteria

- Strong written and verbal communication skills
- Basic understanding of marketing and communications principles and practices
- Experience using social media platforms in a professional context
- Strong organisational skills and attention to detail
- Ability to work independently and part of a small team

Desirable criteria

- Experience in the not-for-profit, health, disability or early childhood sector
- Familiarity with tools such as Canva, membership platforms
- Tertiary qualification (or working towards) in marketing, communications, PR or related field
- Understanding of inclusive and accessible communication practices

Qualifications and Checks

Current Australian working rights