

Position Description

Climate Campaign Coordinator

Location:	Geelong (Wadawurrung Country)
Rate:	\$45/hour ex GST + 12% superannuation
Employment type:	Contract (Part-time, 4.5 months fixed hours)
Reporting to:	Co-Chief Executive Officers
Date approved:	16 October 2026

[Geelong Sustainability](#) is a not-for-profit community association and registered charity. Our vision is for people and our planet to thrive within sustainable limits. We exist to support our community to act on climate change and be more sustainable in their everyday lives.

We proudly deliver campaigns, events, projects and services that create local solutions to global problems across Geelong and the Barwon South West region. Our initiatives support, educate and activate residents and businesses to take action on climate change.

Working with us

Working with Geelong Sustainability you'll be a key part of initiatives that support local climate action. You'll be making a difference by empowering our community to switch away from fossil fuels and working on local solutions that have a global impact.

We are looking for passionate, positive and proactive people to join our team who share our [Vision, Mission and Values](#). We genuinely care about our people and our employees have access to flexible working arrangements, professional development and career advancement opportunities.

Geelong Sustainability is committed to ensuring that our team is reflective of the diverse community of Geelong, and we value a culture of equity and inclusion. We encourage people of all abilities, culture, religion, sexuality and gender to apply to work with us.

The Position

We're seeking an experienced Climate Campaigns Coordinator to lead some of our community engagement and advocacy campaigns.

In this purpose-driven role, you will be responsible for project planning and delivery, community engagement, event management, supporting communications and marketing and working with stakeholders to ensure the intended program outcomes are achieved.

This position requires a candidate with strong experience in planning and delivering impactful community engagement programs and working with a range of stakeholders. We're looking for someone that takes initiative, innovates and has a keen interest in collaborating for change. The key two campaign pieces are developing a Climate Safety Plan for Geelong and Tax the Gas as well as supporting other advocacy pieces such as Geelong Sustainability's role in Geelong Renewables Not Gas.

Climate Safety Plan for Geelong

The [Climate Safety Plan](#) is an incredibly important tool which can shape the way we prevent climate disaster down the road – rather than just adapting to it. As impacts of climate change increase in our region we want to come together as a community and create localised advocacy asks through a specifically-developed Climate Safety Plan for Geelong and surrounds.

Tax the Gas Campaign and Event

There is a groundswell movement at the moment focused on pushing governments to properly tax gas corporations to pay for things we all need, and take the cost of living pressure off families. We will deliver a “Tax the Gas” campaign culminating in a community event which builds support for this goal, in collaboration with other local organisations with the same goals.

Key Accountabilities

- Lead the planning and coordination of Geelong Sustainability’s key climate campaigns
- Work collaboratively with the Geelong Sustainability Executive team and other key stakeholders to deliver successful programs, events and activities towards the campaign goals.
- Development of marketing and communications plans and ensure activities reach intended audiences.
- Deliver agreed upon community engagement information sessions and events.
- Engage a diverse range of stakeholders including community partners, volunteers, subject matter experts, guest speakers and event sponsors.
- Develop and maintain existing stakeholder relationships.
- Plan project budgets and maintain oversight of expenditure to deliver projects within agreed budgets.
- Provide project completion reporting suitable for key stakeholders and project grant acquittal purposes.

Other Accountabilities

- Meet with and report on a regular basis to the Co-Chief Executive Officers
- Some travel across the Geelong region to meet with stakeholders and deliver events
- Work with relevant stakeholders to ensure content is aligned and approved
- Actively contribute ideas and work collaboratively
- Support Geelong Sustainability’s vision, values and strategy in all communications
- Any other duties as deemed appropriate by the Co-Chief Executive Officers.

Essential skills and competencies

- Experience in the design, delivery, reporting and evaluation of climate campaigns preferred.
- Demonstrated project management skills including the ability to effectively plan, monitor and execute projects using a systemised approach and relevant tracking tools (e.g. Excel, CRM etc.).
- Excellent communication skills (written, digital and verbal) and ability to articulate a complex message to inform and educate different audiences.
- Ability to work to demanding deadlines, including juggling multiple projects and competing priorities effectively.
- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders including individuals, and public and private sector organisations.
- High level of digital literacy including Google Workspace, MS Office, Data Management and Content Management systems, etc.
- Knowledge of and commitment to the principles of sustainability and an understanding of current issues in the climate space.
- Willingness to work and attend meetings outside of normal office hours as required.
- A current Victorian driver’s licence and the use of a car.
- Eligibility to work in Australia.

Other Information

How To Apply

- Applicants should provide a cover letter addressing the 'essential skills and competencies' requirements as well as a current resume.
- Email applications to Geelong Sustainability Co-CEO, Emilie Flynn, at: info@geelongsustainability.org.au or apply via EthicalJobs
- To talk further about the position, please call Emilie Flynn on 0416 946 133.

It is anticipated that the following schedule will be followed in regard to the recruitment process:

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| • Position advertised | Monday 19 October |
| • Applications close | Wednesday 11 November, 11:59pm |
| • Advise of interviews | Thursday 12 November |
| • Undertake interviews | Week commencing 16 November |
| • Appointment of successful applicant | 30 November |

Applicants should note the above mentioned key dates, and make provision for attending an interview if requested.

Employment Terms

- The position is an external contract for a fixed term, commencing week starting 30/11/2026 until week starting 12/4/2027 (with 2.5 weeks off over Christmas/New Years), at 15.2 hours (2 working days) per week.
- The contract rate is \$45/hr ex GST + 12% superannuation.
- Work life/balance through flexible and hybrid working arrangements.
- Appointment is subject to a satisfactory Reference and Police Checks.
- The position is fixed term, with continuation subject to further funding.
- The successful candidate will be required to regularly work from home, attend the Deakin Waterfront office, and complete some travel around the Geelong region.
- Travel reimbursement is available for more significant travel requirements.