

POSITION STATEMENT

Title:	Media & Communications Associate	Position no:	9033
Level:	IBA Level 4 (\$96,344 - \$102,160)	Last updated:	October 2026
Location:	Sydney, Brisbane, Melbourne or Canberra	Term:	Ongoing
Program:	Strategy & Product		
Section:	IBA Communications		
Context: Indigenous Business Australia partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist. We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations. Our staff are invested, informed, responsive, respectful and connected.			
Role: The role will be part of the Strategic Communications team. The team is responsible for the brand and communication needs across the business, internal and external, including marketing collateral, corporate documents, website, social platforms, significant events and internal communications. We are looking for a communication specialist who has exceptional writing and editing skills, no matter what the medium. In this role, you will be required to provide sound communications advice and deliver polished and targeted marketing campaigns. This position offers the opportunity to put your communications skills to work in a dynamic, fast-paced environment. To be successful in this role, you must be a strong communicator with the ability to make complex information and language simple and accessible for our audiences. Experience working with Aboriginal and Torres Strait Islander people, government, and the financial services industry will also be a distinct advantage. Reporting to the Senior Manager, Communications and Media, this position will suit a highly motivated, team focused individual who has superior writing and project management skills, who can hit the ground running and manage multiple projects at once.			
Duties: Duties include, but are not limited to: • Create content that aligns with IBA's communications and media strategies. • Produce end-to-end communication campaigns to support the business (housing solutions, business solutions, and investments programs).			

- Contribute to media engagement, writing and distributing media releases/briefs, and liaison with media.
- Draft and disseminate of internal communications to staff via the Intranet SharePoint system.
- Research, interview, and produce customer stories for distribution via website, social platforms and EDM.
- Participate in event planning around significant dates in the Indigenous calendar, including National Reconciliation Week, NAIDOC, and Indigenous Business Month.
- Establish and maintain good working relationships with internal and external customers.
- Other tasks as required.

Required capabilities

These are essential unless otherwise indicated.

Knowledge & experience

- Minimum 3 years' experience in a similar marketing, media, and/or communications role.
- Proven experience in the end-to-end coordination and production of a variety of marketing and communications campaigns.
- Strong creative, strategic, analytical, organisational and personal skills.
- Knowledge of the media landscape and experience working with media is highly regarded.
- Experience working with Aboriginal and Torres Strait Islander people will be a distinct advantage.
- Experience in video production, design, visual communication highly regarded.
- Experience in managing a wide range of work and competing priorities.

Skills & attributes

- Strong oral and written communications skills.
- Strong project management skills with the ability to manage multiple projects.
- Strong interpersonal skills with ability to react quickly and think on one's feet.
- Ability to identify potential issues and brief relevant people as required.
- Ability to develop and maintain good working relationships with colleagues, managers and customers.
- Ability to work effectively in a team environment and prioritise tasks to meet team objectives.
- Demonstrated ability to be flexible, use initiative, learn new concepts and deliver objectives within project deadlines.

Aboriginal & Torres Strait Islander Cultural Capability

- Awareness and understanding of Aboriginal and/or Torres Strait Islander societies and culture.
- Ability to liaise and communicate sensitively and effectively with Aboriginal and Torres Strait Islander staff.

Qualifications

- Relevant tertiary qualification in communications/marketing/media or equivalent industry experience.

Prerequisite requirements

- Willingness and ability to undertake travel as required.

Reference documentation: www.iba.gov.au

- About Us – Our Values
- About Us – Working at IBA
- About Us – Publications – Annual Reports, Strategy Towards 2030, Corporate Plan

Further enquiries: Tara Toohill Phone: 02 9207 6362 or email: tara.toohill@iba.gov.au

OFFICIAL

Applications: Online via [Jobs - Indigenous Business Australia \(iba.gov.au\)](https://iba.gov.au) or
mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Cover letter
- Resume
- One page response to required capabilities criteria

Please note: Emailed applications will not be accepted, nor will applications from recruitment agencies.

Closing date: 1 November 2026