

Communications Officer

Reports to: Communications & Campaigns Lead

Employment: Part-time, 2–3 days per week

Location: Melbourne or Sydney preferred; flexible arrangements considered

Salary: \$80,000 + superannuation (pro-rata)

About the Jewish Council of Australia

The Jewish Council of Australia is a national organisation of Jewish people committed to fighting antisemitism and all forms of racism and supporting Palestinian freedom and justice.

We are an independent and growing organisation with more than 2,500 Jewish supporters across Australia. We work through advocacy, campaigns, media, community organising and public events to contribute an independent Jewish voice to public debate.

About the role

The Communications Officer will support JCA's day-to-day communications, campaigns and fundraising work.

Working closely with the Communications & Campaigns Lead, the role will help develop social media and other digital content, maintain JCA's communications channels, and provide administrative support across communications, campaigns and fundraising.

The role is 2–3 days per week, with flexibility for the hours to be spread across the week.

Key responsibilities

- Draft social media posts and other short-form digital content.
- Assist with preparing newsletters, supporter emails, website content and campaign materials.
- Help schedule, publish and monitor content across JCA's social media and digital channels.
- Support the Communications & Campaigns Lead with research, fact-checking and preparation of communications materials.
- Maintain communications calendars, contact lists, databases and other internal systems.
- Provide administrative support for fundraising, campaigns, events and media activities.
- Assist with fundraising administration, including donor communications, records, fundraising emails and events.

- Help prepare basic graphics and digital content using tools such as Canva.
- Monitor media and social media relevant to JCA's work.
- Assist with other communications and organisational tasks as required.

About you

You will have:

- Strong writing and communication skills, including a demonstrated ability to write clearly and concisely for social media.
- Good organisational skills and attention to detail.
- Confidence using social media and digital platforms.
- An interest in politics, human rights and social justice.
- An understanding of, or willingness to learn about, antiracism, Jewish communal issues, Palestinian freedom and justice and JCA's areas of work.
- The ability to work independently, meet deadlines and manage routine administrative tasks reliably.
- Strong alignment with JCA's values and approach to antisemitism, racism and Palestinian freedom and justice.

Experience in campaigning, community organising, fundraising or the not-for-profit sector is welcome but not required.