

Position Requirements

Position Title	Communications Coordinator
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Position Specification
Qualifications/Experience/Knowledge
<ul style="list-style-type: none">• Relevant tertiary qualifications or considerable industry experience in marketing, communications, copywriting and/or media• Expert knowledge of the current communication and marketing environment• Experience in producing communications and/or marketing content in the not-for-profit sector, particularly story gathering for multiple uses• Experience in developing media releases and pitches, and dealing with print and digital media as well as public relations firms• Experience in writing, editing and proofreading a variety of documents• Ability to maintain flexibility and juggle competing priorities while acting as an internal service provider in a small, close-knit team• Highly developed interpersonal and collaborative skills with a proven ability to build relationships through mutual respect and understanding• Strong organisational skills, including the ability to work on multiple tasks with competing priorities simultaneously and with autonomously• Strong knowledge of MS Office suite, Office 365, CRM packages (ideally Salesforce/Marketing Cloud),• Love of fresh, seasonal, <i>delicious</i> food. <p>Desirable extra knowledge to help support your role</p> <ul style="list-style-type: none">• Adobe Suite (including InDesign and Photoshop)• Film shooting and editing knowledge and/or experience
Special requirements
<ul style="list-style-type: none">• The position is based in Collingwood, Victoria• Intra-state and interstate travel maybe required in the role• A valid Working with Children Check is required• A current driver's licence preferred

Key Performance Indicators
Key Performance Indicators (KPIs) are specific measures which demonstrate that outcomes in each key activity have been achieved. KPIs will be negotiated with the individual employee, and reviewed annually.