

CONTENT AND COMMUNICATIONS COORDINATOR

Are you passionate about effective communication and excited by the prospect of working for a peak body in the mental health sector?

We are looking for an experienced Content and Communications Coordinator to join our team.

This is full time position (38 hours/week), fixed term contract up to 30/06/2023.

ABOUT THE OPPORTUNITY

Working with the Marketing and Communications team, the Content and Communications Coordinator is responsible for the implementation of BEING – Mental Health Consumers’ cross-platform communication strategies, including digital and social media marketing, event collateral and any other form of communications with key stakeholders.

A key responsibility of this role is to help amplify brand exposure and build consumer relationships by creating and sharing informative, consumer-centred content that supports organisational goals.

YOU WILL BE CONFIDENT IN DELIVERING THE FOLLOWING:

- High standard, accurate and engaging internal & external communications content and marketing campaigns including, but not limited to, newsletter content, blog posts, factsheets, organisational updates, and videos.
- Consistent branded templates.
- High quality documents and communication materials prior to distribution.
- Up to date email marketing assets and templates.
- Weekly subscriber emails and special bulletins.
- Up to date website content, publication schedule and social media calendar.
- Solutions to internal and external consumers’ request.
- Up to date database of subscribers and communication contacts.
- Assistance in day-to-day administration and coordination of external events, consultations, and workshops.

ABOUT YOU

To be successful in the role, you will need:

- Tertiary or Vocational Qualifications in Social Media Marketing, Communications, Journalism, Marketing, Media, or Public Relations
- Demonstrated experience with project and campaign coordination
- Strong skill and experience in writing in a professional capacity including developing clear and engaging content for multiple platforms and publications

- Extensive experience with proofreading, editing, and formatting documents
- Demonstrated experience with content management systems in the delivery and maintenance of website and e- newsletters
- Experience working with brand guidelines
- High level of computer literacy, including the use of MS Office suite - Word, Outlook, PowerPoint, Teams, Excel
- Good knowledge of principles of Search Engine Optimisation (SEO)
- Good knowledge of the principles of digital marketing
- Full COVID-19 vaccinations or approved Australian Immunisation Register medical exemption.
- Current police check and right to work in Australia.
- Experience using Canva, Hootsuite, Mailchimp, WordPress and Salesforce are desirable

ABOUT US

BEING – Mental Health Consumers is the independent, state-wide, peak organisation representing the views, perspectives and experiences of people who live with mental health issues in NSW.

Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and recognised for the valuable expertise they bring to system and service reform.

WHAT YOU'LL GET IN RETURN

- Competitive base salary
- Work with a collaborative team who cares
- Work life balance & flexibility in friendly environment
- EAP services
- Modern terrace office location, with a lovely outdoor balcony for lunches and breaks
- Workplace surrounded by public transport
- Annual flu shots

TO APPLY

Please email your application to jobs@being.org.au and include your CV and brief cover letter (max 2 pages) outlining why our organisation is a great fit for you.

Closing date: 01/07/2022

Full position description and more information about our organisation can be found on our website: <https://being.org.au/work-with-us/>