



## **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 Communications Coordinator to join our team.

This is a part time position (4 days per week), fixed term contract for 12 months at Level 5 under the SCHADS award with hourly rate of \$44.92 - \$46.95 depending on skills and experience.

### **ABOUT THE OPPORTUNITY**

Working within the Marketing and Communications team, the 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 content for people with lived experience of mental health issues to support organisational goals.

### **YOU WILL BE CONFIDENT IN DELIVERING THE FOLLOWING:**

- High standard, accurate and engaging internal & external communication 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.

### **ESSENTIAL CRITERIA:**

- Tertiary or Vocational Qualifications in Social Media Marketing, Communications, Journalism, Marketing, Media, or Public Relations
- Demonstrated experience with project and campaign coordination
- Strong skills 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

#### **WHAT YOU'LL GET IN RETURN**

- Competitive base salary
- Work with a collaborative team who cares
- Hybrid working environment & flexibility
- Access to our EAP services
- Modern terrace office close to public transport, with a lovely outdoor balcony for lunches and breaks
- Annual flu shots

#### **TO APPLY**

Please email your application to [jobs@being.org.au](mailto:jobs@being.org.au) and include your CV and brief cover letter addressing essential criteria (max 3 pages).

Closing date: 30/08/2022. Please apply as soon as possible as the advertisement may close earlier if a suitable candidate is appointed.

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

#### **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.

## **OUR DIVERSITY STATEMENT**

As a social justice organisation, BEING strongly welcomes and encourages people with lived experience of mental health issues to apply, and particularly people who also identify as Aboriginal and Torres Strait Islander, people of colour, people with disability, neurodivergent people, and LGBTIQ+.