

Media and Communications Officer 2019



- Location – Orange, NSW
- Salary negotiable depending on experience
- Part-Time/Full-Time by negotiation
- Not-for-Profit Charity – Promoting Education for Rural and Regional Students

About Us:

Country Education Foundation of Australia (CEF) is a national non-profit organisation which assists rural and regional students access further education and training. We have a great opportunity for an experienced, media savvy professional to join our small and friendly team at our national HQ in Orange, NSW.

What the Role Involves:

As our Marketing and Communications Officer, you will be responsible for the development and implementation of CEF's communications, media, marketing and engagement strategy; including management of our website, social media, corporate communication material and other promotional activities from our office in Orange, NSW.

You will have a flair for engaging with a broad audience, this is a diverse role involving a variety of local and national marketing and communications projects. You will be engaging regularly with volunteers, students, members of the public, donors, key stakeholders and media outlets – so, strong and effective communication and stakeholder management skills are crucial.

Experience and expertise in writing, editing, social media, reports, internal communications, website management and media liaison is essential.

Essential:

- Expertise in digital communications, social media, website management (including SEO and analytics)
- Marketing/brand management
- Media/campaign management
- Superior communication skills: verbal and written
- Confident, pro-active, mature and professional
- Self-motivated, organised and able to multi-task and prioritise
- Able to work co-operatively in a small team

Desirable:

- Volunteer engagement and stakeholder management
- Project management: time-frames and budgets
- Event management
- Tertiary qualifications relevant to any of the above
- In-Design or other graphic design software experience

Applications close Friday 8th March 2019 unless the perfect applicant is found sooner so please apply as soon as possible.

Please contact laura@cef.org.au for any enquiries.

Our purpose: to foster the further education, career and personal development opportunities of rural and regional youth, through community-based encouragement and financial assistance.