

Communications Coordinator

Position Description



Reporting Comms Manager	Location Kalimna	Hours Full or part time	Contract Ongoing	Reports Nil	Job Level Co-ordinator
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People of Aboriginal and Torres Strait Islander heritage are encouraged to apply

The Purpose

The Communications Coordinator is responsible for the timely creation of content to promote the goals and aspirations of Gunaikurnai members as guided by the Gunaikurnai Whole of Country Plan. You will develop media releases and video yarns, create social media campaigns, manage the website and support the organisation to engage with community, partners and stakeholders on the path to self determination.

This role will work collaboratively across the organisation to build the reputation and profile of GLaWAC as a sustainable Aboriginal corporation representing the Gunaikurnai people on all matters concerning Native Title, cultural heritage and land, water and natural resource management. They will also support the Gunaikurnai Traditional Owner Land Management Board (GKTOLMB) to produce proactive and meaningful messaging about the activities of the Board.

The Role



Promote GLaWAC and the GKTOLMB through positive, consistent messaging via media releases, social media campaigns and website updates.



Support and develop regular content for internal and external stakeholders through GLaWAC News, e-newsletters, staff updates, website updates and corporate presentations.



Support the development and maintenance of the GLaWAC picture library.



Support the delivery of large-scale events such as AGMs, Cultural days, festivals, conferences and ceremonies.



Support Line Managers in the generation and collection of images, stories and communications materials to ensure all day to day communications are aligned to the GLaWAC brand guidelines.



Manage projects that help deliver actions in the GLaWAC Annual Engagement Plan.

Other Requirements

- Commitment to complete mandatory training
- Current Victorian Manual Driver's Licence
- Requirement for 3 x Covid-19 vaccinations
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Pre-employment Fitness Testing
- Working With Children Check and/or Police Check

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Essential Skills/Experience

- Excellent written and verbal communication skills
- Knowledge of social media and website management
- Experience in building stories and narratives that are engaging and informative
- Effective organisational, project management and problem-solving skills
- Can maintain a realistic balance of tasks with multiple, sometimes competing priorities
- Strong attention to detail
- The ability to exercise sound judgement and professional discretion
- Friendly, team orientated and able to work independently in line with corporate requirements

Desirable Skills/Experience

- Experience in Adobe Creative Cloud & Canva
- Experience in video creation &/or editing
- Understands the roles of GLaWAC and the GKTOLMB and how this applies to their role
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience, and a genuine appreciation and respect for their culture.

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - be respectful and safe
4. Persistent - be committed to the purpose and lead by example