



Digital Communications Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is a not-for-profit organisation dedicated to connecting and engaging the next generation of Australian leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

ABOUT THE ROLE

The Digital Communications Officer supports the communications team in building the online presence of Young Australians in International Affairs. The successful applicant will have a strong understanding of creating engaging content to reach a target audience through social media platforms and website.

KEY INFORMATION

Title: Digital Communications Officer **Length of Appointment:** 12 months

(3 month probation period)

Reports To: Communications Director **Commitment:** 3-4 hours per week

(approximately)

Role Type: Voluntary- volunteers will not be remunerated for their time

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
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Social Media	<ul style="list-style-type: none">• Manage the organisation's presence and engagement on social media platforms (e.g. Facebook, Twitter, Instagram and LinkedIn).• Create original and engaging content to share with Young Australians in International Affairs online network.• Contribute to the development of marketing and promotional material using relevant video and photo editing software.	65%
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	<ul style="list-style-type: none"> ● Deliver a successful communications strategy in line with branding guidelines. 	
Teamwork	<ul style="list-style-type: none"> ● Maintain Slack and gmail contact with the Communications Director and other volunteers as required. ● Attend regular Communications Team meetings, as negotiated with the Communications Director. 	20%
Administration	<ul style="list-style-type: none"> ● Monitor email accounts regularly and respond to all emails in a timely manner (within 48 hours). ● Analyse user engagement and analytics of the website and social media platforms. 	10%
Networking and relationship management	<ul style="list-style-type: none"> ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community. ● Actively promote the work of Young Australians in International Affairs. 	5%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent organisational and interpersonal skills
- ✓ Demonstrated experience using social media and digital platforms
- ✓ Outstanding written and verbal communication
- ✓ Ability to work and liaise with a team of volunteers to deliver on set objectives

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Demonstrated experience using digital content
- ✓ Website management and editing skills

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age

INTERESTED?

Applications for the position of Digital Communications Officer should be addressed to Angus Russo, Director of People & Culture, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to a.russo@youngausint.org.au by COB Monday 27th March, 2023.

Shortlisted candidates will be contacted for an interview (in person and/or via zoom).