



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 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

We are seeking a Communications Officer to collaborate with our Communications Director and team to create and deliver marketing strategies across various digital platforms, such as social media channels, newsletter and website. Responsibilities include developing engaging content, managing social media accounts and implementing strategies to increase brand awareness.

KEY INFORMATION

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| Title: Communications Officer | Length of Appointment: 12 months (3 month probation period) |
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| Reports To: Communications Director | Commitment: 3-5 hours per week (approximately) |
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| Role Type: Voluntary- volunteers will not be remunerated for their time |
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ROLES AND RESPONSIBILITIES

| Task | Description | % of Role |
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| Social Media | <ul style="list-style-type: none"> Develop engaging and original content for Young Australians in International Affairs, including for social media channels including LinkedIn, Instagram and Facebook Produce and schedule content, in line with visual branding guidelines that reflect Young Australians in International Affairs' objectives. Assist with outreach activities to promote the organisation's initiatives | 60% |
| Networking and relationship management | <ul style="list-style-type: none"> Collaborate with other Communications Officers and Young Australians in International Affairs portfolios to ensure seamless integration and alignment of communications with overall brand messaging and portfolio initiatives. | 20% |

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| | <ul style="list-style-type: none"> ● Attend organisation-wide meetings and communications team meetings such as the Annual Reporting and Communications meeting. ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community | |
| Website and newsletter | <ul style="list-style-type: none"> ● Help maintain and update the content on the Young Australians in International Affairs website ● Help create and distribute monthly newsletters to audience | 10% |
| Reporting and analytics | <ul style="list-style-type: none"> ● Help monitor and analyse metrics and KPIs to measure the success of communications work ● Liaise with and report back to the Communications Director, including using Slack | 10% |

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Experience using social media channels
- ✓ Outstanding written and verbal communication
- ✓ Attention to detail and organisational skills
- ✓ Interest in international affairs

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated experience in graphic design, copywriting and video editing
- ✓ Familiarity with Canva, Wix and Mailchimp

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ On an Australian work/study visa
- ✓ Aged between 18 and 30 years of age

INTERESTED?

Applications for the position of Communications Officer should be addressed to the Chief People Officer, Young Australians in International Affairs.

Please email a **max two page** C.V. and a **one-page** cover letter, attached as **one document**, to people@youngausint.org.au (with cpo@youngausint.org.au cc'd).

We are excited to hear from you! We encourage you to apply as soon as possible, as **interviews will be conducted on a rolling basis.**

You can find our Application FAQ's here: <https://www.youngausint.org.au/join-us>, or please reach out to people@youngausint.org.au with any queries.

Shortlisted candidates will be contacted for an interview (via Google Meet).