



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

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. This role involves a strong understanding of social media platforms, digital trends and analytics. Responsibilities include developing engaging content, managing social media accounts and implementing strategies to increase brand awareness.

KEY INFORMATION

Title: Communications Officer	Length of Appointment: 12 months (3 month probation period)
--------------------------------------	---

Reports To: Communications Director	Commitment: 5 hours per week (approximately)
--	--

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Social Media	<ul style="list-style-type: none"> Develop engaging and original content for Young Australians in International Affairs social media channels of LinkedIn, Instagram, Facebook and Twitter 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	<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 	20%

relationship management	<p>communications with overall brand messaging and portfolio initiatives.</p> <ul style="list-style-type: none"> • 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

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Demonstrated experience using social media channels
- ✓ Fundamental understanding of graphic design and copywriting
- ✓ Outstanding written and verbal communication
- ✓ Attention to detail and organisational skills

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ 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
- ✓ Aged between 18 and 30 years of age

INTERESTED?

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

Please email a C.V. and a one-page cover letter, attached as one document, to e.conroy@youngausint.org.au (with j.woolnough@youngausint.org.au cc'd).

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

We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis.