



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 presence of Young Australians in International Affairs online. There are two positions available. The successful applicants will be part of a team of volunteers that contribute to the organisation's presence online and will have a strong understanding of creating engaging content to reach a target audience.

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
Social Media	<ul style="list-style-type: none"> Managing the organisation's presence on social media platforms (e.g. Facebook, Twitter, Instagram and LinkedIn) Sourcing and creating engaging content to share with Young Australians in International Affairs network Working with the Communications Director and other volunteers to deliver a successful communications strategy 	65%

	<ul style="list-style-type: none"> Contribute to the development of marketing and promotional material using relevant video and photo editing software (Canva) 	
Teamwork	<ul style="list-style-type: none"> Maintain phone, email and Slack contact with the Communications Director and other volunteers as required Attend regular Communications Team meetings, as negotiated with the Communications Director Represent the Communications Director at Extended Leadership Team meeting, as required 	20%
Administration	<ul style="list-style-type: none"> Update the website through Wix Monitor email account regularly and respond to all emails in a timely manner (within 48 hours) 	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
- ✓ Demonstrated experience using social media and online platforms
- ✓ Outstanding written and verbal communication
- ✓ Excellent interpersonal skills and ability to liaise with a team of volunteers to deliver on set objectives
- ✓ Strong time management and planning skills; able to work autonomously

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Demonstrated experience managing digital content
- ✓ Working knowledge of the website design platform Wix
- ✓ Video production/editing, or graphic design 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 25th July, 2022.

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