

Position description



Environment Institute of
Australia and New Zealand

Job title:	Communications Officer
Reporting to:	Executive Officer, Environment Institute of Australia and New Zealand
Salary:	\$55,000 - \$60,000 pa (pro rata)
Employment Status:	Permanent Part time (0.6 FTE), (22.5 hours a week), ongoing
Location:	EIANZ Central Office, Suite 3, 255 Whitehorse Road, Balwyn

About the EIANZ

The Environment Institute is a not-for-profit, professional association with a multi-disciplinary membership, promoting and supporting best practice in environmental management by practitioners across Australia and New Zealand.

The Institute's priorities are to:

- Enhance services to attract and retain members
- Deliver professional development
- Improve communications
- Represent the profession
- Improve organisational delivery.

What we are looking for

We are looking for someone with excellent written and verbal communication skills to coordinate all communications for the EIANZ, both internal and external. The role has a strong focus on providing high quality, responsive and timely customer service to all members, prospective members, the Board, and other Institute groups and will work closely with the Executive Officer and Central Office staff to deliver communications.

Key duties and responsibilities

- Create, write, edit, publish and distribute effective print and digital communications including, newsletters, membership brochures, publications, the annual report, conference and event promotions, website content and social media posts.
- Work collaboratively with the Central Office team, the Board, EIANZ committee members, and other Institute members to deliver effective communications.
- Manage and maintain the EIANZ website and social media platforms.
- Ensure EIANZ's brand and message is communicated consistently and strategically, to increase engagement within the sector and enhance EIANZ's positive reputation.
- Assist with communications and marketing in relation to the EIANZ annual conference, and other events.
- Provide timely and effective customer service to members, prospective members, and stakeholders.
- Contribute to the delivery of Institute programs, publications, projects, and activities.

Qualifications, skills and experience

Key selection criteria

- **Communication** | Excellent written and verbal communication skills, with a demonstrated ability to coordinate and write content for a range of audiences and purposes.
- **Design and computer skills** | Demonstrated experience using and managing online databases and web content management systems, social media platforms, email marketing, and the MS office suite. Demonstrated ability to create basic graphics and an ability to manage the outsourcing of other design and web development work as necessary.
- **Working with people** | Proven ability to build, strengthen and maintain constructive and collaborative relationships with key stakeholders and networks.
- **Customer service** | Demonstrated skills and experience in delivering high-quality customer service.
- **Time management and organisational skills** | Exceptional organisational skills, problems solving, ability to meet deadlines and competing priorities working both autonomously, and as part of the team.

About you

The ideal candidate will have:

- Relevant TAFE or tertiary qualifications.
- Relevant experience in a similar role.
- Experience working in a member-based, not-for-profit organisation.
- Experience in, or an understanding of, the environment profession.

Personal attributes

We're looking for someone who is:

- Collaborative, supportive and inclusive.
- Ethical, discrete, accountable and professional.
- Innovative, flexible and proactive.

What we offer

The EIANZ is committed to being an employer of choice, and to encouraging a diverse and flexible workforce. People of all genders, people from diverse cultural and ethnic backgrounds, people with carers responsibilities, people with disability and people who identify as LGBTIQ are encouraged to apply.

The successful candidate will have access to:

- Modern offices in Melbourne.
- Flexible working arrangements (days/times and location: including from home).
- Training and professional development.

The role is 0.6 FTE (or 22.5 hours per week).

To apply

To apply, please provide your CV and a statement of up to two pages addressing the selection criteria. **Please note that applications that do not address the selection criteria, will not be considered. Applications close at 9am on Monday 4 March 2019.** Applications must be emailed to samantha@eianz.org.

For more information

For general information visit our website at www.eianz.org. To discuss the role, please contact Samantha Roberts, Executive Officer, samantha@eianz.org or (03) 8593 4141.