

Job Title	Communication and Media Coordinator	Location	Melbourne
Reports To	Chief Executive Officer	Type	Full-time

Overview of the Position

The Communication and Media Coordinator is responsible for the content development, production and ongoing management of Asia Society Australia's key communication platforms including website and social media, pre- and post-event communications, media liaison and marketing and promotional materials.

Key Duties

- Develop and deliver Asia Society Australia's communication and content strategy in line with our marketing and brand development objectives.
- Research, produce and edit original and existing content for Asia Society Australia's communication channels.
- Manage website content and design in line with brand guidelines to promote future events and recap events held on Asia and Australia-Asia relations.
- Manage social media content on Twitter, LinkedIn and Instagram in line with each platform's purpose by ensuring profiles are up-to-date and relevant to current programs.
- Prepare, schedule and distribute program and content campaigns to members and subscribers.
- Update, edit and manage delivery of the design and production of promotional material including marketing brochures, newsletters, program collateral, and large-scale event material.
- Coordinate and manage consultants, authors, media advisors and third party suppliers, including output, quality and budget, to ensure accuracy and timely delivery.
- Coordinate with the Programs Team to deliver post-event content, including event recaps, videos, and photos in a timely manner.
- Contribute to the development of themes and topics to promote brand awareness for both public and member-only programs.
- Work collaboratively with the CEO, Board, Advisory Council and Asia Society Australia team to deliver the best, seamless service and engagement experience for members and supporters.
- Work collaboratively with Asia Society's global development, marketing and communications teams to leverage Asia Society's global brand, programming and network.
- Other duties as required by the Organisation.

Selection Criteria	Essential	Desirable
Qualifications		
Bachelor's degree or higher in Arts, Communications, Marketing, or related field, including International Relations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience		
3 – 5 years or more of relevant work experience in content and communications management in a corporate, academic or not-for-profit setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills		
Strong communication skills, both written and verbal, with experience delivering digital communication campaigns and writing marketing and website copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent relationship management skills with strong ability to interact with public and senior business, government and cultural stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A team player who is creative, enthusiastic, with strong organisational skills, impeccable time management skills and the ability to juggle multiple projects and prioritise tasks efficiently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent attention to detail and accuracy in editing and proofreading copy, including a sound understanding of Australian English spelling, punctuation, grammar and syntax.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A reliable self-starter and problem-solver who can work independently and in a small-team, fast-paced, entrepreneurial environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in Microsoft Office Suite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in Adobe InDesign, Photoshop or Illustrator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adept at managing the social media portfolio of a busy organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in digital communications and events platforms such as MailChimp and Eventbrite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in Customer Relationship Management Systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interest and/or work experience in Asia, ideally demonstrating some general knowledge on Asia / international relations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in an Asian language.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		
Ability to travel interstate and overseas as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work outside standard business hours as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Apply		
<p>Position Enquiries: Philipp Ivanov – Chief Executive Officer: hr_aus@asiasociety.org</p> <p>How to apply:</p> <ol style="list-style-type: none"> Please e-mail your CV, a short portfolio of your work (including a minimum of one digital media campaign or website you have completed, and two written media documents), along with a cover 		

letter and statement addressing the selection criteria to Philipp Ivanov at: hr_au@asiasociety.org. Please send this in one Word or PDF document to: hr_au@asiasociety.org by **COB 31 July 2019**.

2. Please indicate the job title, 'Communication and Media Coordinator', in the subject line.
3. Please note, applications that do not include a media portfolio will not be assessed.