



Position Title: Communications and Administration Officer

Award: Social Community Home Care and Disability Services Award

Level: Paypoint 3 Level 3 (3 year degree) \$1,006.10 pw FTE \$26.48 pr hr Min Rate. Paypoint 3 Level 4 (4 year degree) \$1,026.70 pw FTE \$27.02 pr hr Min Rate. Plus 25 per cent if casual

Purpose of the Position:	<ul style="list-style-type: none"> ▪ To support the President in the operation of NCJWA as a national Jewish feminist organisation. ▪ To provide administrative support for office administration, event, project and conference administration ▪ To drive NCJWA’s electronic communications on social media, the NCJWA webpage and actively drive electronic campaigns and the organisation’s objectives.
Essential Criteria:	<ul style="list-style-type: none"> ▪ Tertiary qualification. ▪ Sound understanding of social media. ▪ Demonstrated ability to drive communications on various social media platforms ▪ Well-developed verbal and written communication skills ▪ Good attention to detail ▪ Decision making and planning skills ▪ General IT support skills ▪ Research skills ▪ Familiarity with graphic design software, social media analytics, Wordpress, Mailchimp, Zoom ▪ Knowledge of the Australian Jewish Community and Judaism and/or feminism and women’s issues
Preferred Criteria:	<ul style="list-style-type: none"> ▪ Experience in the Not-for-Profit sector ▪ Engagement with social activism ▪ Previous experience in similar small organisation or demonstrated ability to work in a small organisation
Key Performance Indicators:	<ul style="list-style-type: none"> ▪ Contribution to NJCWA profile in the community ▪ Contribution to member and stakeholder satisfaction ▪ Contribution to projects and events ▪ Contribution to the business process
Scope of Role	<p>This role is approximately 70 per cent communications and 30 per cent administration, research and associated responsibilities. Sometimes it will be almost all communications, and at other times almost all administration.</p> <ul style="list-style-type: none"> ▪ Implement an effective communications strategy to raise NCJWA profile and support engagement with community stakeholders ▪ Develop promotional materials relating to projects or events from time to time ▪ Actively contribute to the organisational culture in a positive manner ▪ Research as may be required for communications strategies, projects and events as may be required from time to time ▪ Events and programs management ▪ Office administration as may be required from time to time ▪ Work closely with the President
Reporting to:	President

Liaises with internally:	<ul style="list-style-type: none">▪ NCJWA Board Members▪ Volunteers▪ NCJWA Section Presidents▪ NCJWA Section Members▪ NCJWA Members
Liaises with externally:	<ul style="list-style-type: none">▪ Corporate entities▪ Federal, State and Local Government instrumentalities▪ Sponsors, partners contractors and suppliers

Please send your CV and cover letter to Melinda Jones, NCJWA National President at jobs@ncjwa.org.au by COB Wednesday 28th October.