

# Careers at Winc

## Corporate Responsibility Coordinator

### Who are Winc, you ask?

We are a leading business supplies company in Australia. Our purpose is to make working more creative, productive and fulfilling for our customers. From office, school, facilities and safety essentials, services like print and marketing, to demonstrating what more is possible with our technology and workspace solutions, we have a wide product range that is easy, simple and intuitive to access, all in one place.

### You could say that we're busy, which is where you come in....

As a key member of the Marketing team, we are seeking a Corporate Responsibility Coordinator to assist in delivering on a range of CR commitments that will make a positive impact on the world around us. In this newly created role, you will work closely with our Head of CR to help bring CR at Winc to life, by engaging our people and our customers in our programs.

The role includes everything from stakeholder engagement, to CR marketing, to program coordination, with a focus on reconciliation, diversity and inclusion, and sustainability. It also provides integral support for our Indigenous Employment Strategy, by mentoring work experience students and employees throughout their time with Winc.

### What you will be responsible for:

- Liaising with not-for-profit partner organisations to deliver fundraising and engagement initiatives.
- Coordinating a network of internal Community Ambassadors to deliver engagement activities nationally.
- Managing Corporate Responsibility administration, tracking and reporting for all activities and initiatives.
- Working cross-functionally to drive Winc's Indigenous Employment Strategy.
- Acting as a mentor for Indigenous candidates and employees at Winc.
- Coordinating culturally appropriate activities for major events.
- Managing RAP reporting requirements.
- Developing and updating CR marketing materials – eg. website, brochures.
- Developing social media content and other communications.
- Championing Winc's CR programs through training and customer engagement.

### What you will already have:

- Ability to work effectively and collaboratively with multiple stakeholders and teams, in a fast-paced environment.
- Highly organised with the ability to manage multiple deadlines and projects.
- Strong interpersonal skills, great verbal and written communications skills and the ability to foster trust with colleagues at all levels.
- A passion for CR, diversity and inclusion, and social change.
- Proactive and flexible self-starter, with strong attention to detail.
- Proficient in Microsoft Office (Word, PowerPoint, Excel).
- Experience working with Indigenous organisations a plus.

### So, what can we offer you?

Just as we're trying to create an environment where people can create, perform and learn at their very best for millions across Australia, we're very much dedicated to doing the same for our employees. You'll be working at a place where everyone is welcome – a company that believes that a creative and productive workplace depends on having a diverse range of experiences, perspectives, ethnicities and genders.

So, if a collaborative and inclusive workplace is important to you and you believe you have the right skillset for this particular role, we'd love to hear from you!

To apply please send your resume to Imogen from the Winc Talent Team:  
[imogen.atanassoff@winc.com.au](mailto:imogen.atanassoff@winc.com.au).