

# Join the Team

## Work for Reconciliation Australia

### Senior Communications Officer - Social Media Content and Events - CANBERRA

**Full-time Fixed-term contract to 30 June 2020.  
(with potential for up to a 3-year extension)**

**Reconciliation Australia Level 4 , Salary Range  
\$70,000 - \$80,000 + Super. Starting salary will  
depend on experience and qualification**

#### Who We Are

Reconciliation Australia is an independent, national not for-profit organisation promoting reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for all Australians to wake to a reconciled, just and equitable Australia.

Reconciliation Australia is looking for highly skilled, passionate and enthusiastic people to assist us in meeting our organisational goals. There are currently up to two positions available.

**Reconciliation Australia is seeking a Senior  
Communications Officer focused on Social  
Media Content and Events**

#### The Role and Duties:

- The Social Media Content Manager and Event Manager will make a significant contribution to Reconciliation Australia's communications and engagement activities. The successful applicants will work closely with internal and external stakeholders and be an integral part of the Communications and Engagement team.
- Manage digital communications calendar for effective and timely output, including social/digital elements of media campaigns
- Work with other team members to produce daily and/or as-needed social and digital content according to the needs of Reconciliation Australia and its strategic intent.
- This content could include stories, posts, video, image and other digital content and collateral for website, newsletters, social media, reports, media releases, speeches etc
- Identify key media and communication channels which are particularly relevant for raising awareness about reconciliation
- Analyse campaign performance providing insight and recommendations to better target Reconciliation Australia's stakeholders and broaden our audience
- Coordinate and provide responses to media enquiries, as needed including liaising with media and senior Reconciliation Australia spokespeople
- Monitor the media and provide reports as requested

- Ensure that all published content meets Reconciliation Australia's standard and governance/policy guidelines
- Plan and manage events as required, including media and stakeholder events
- Engage and manage relationships with high profile Indigenous leaders and stakeholders, and Aboriginal and Torres Strait Islander community organisations
- Desirable: Demonstrated skills in writing for various audiences and purposes, including: social; EDMs; reports; digital campaigns; newsletters and speeches.

**Reconciliation Australia is committed to  
improving employment opportunities for all  
Australians especially Aboriginal and Torres  
Strait Islander peoples.**

**Working Rights:** Applicants for this position should have valid working rights for Australia.

#### How to apply

To be considered for this position, **you are required to email a copy of your current CV and complete the Reconciliation Australia covering letter & address the selection criteria** that outlines your suitability for the position **quoting ref Senior Communication & Engagement Officer**, to [jobs@reconciliation.org.au](mailto:jobs@reconciliation.org.au)

You can access a copy of the **position description, Selection Criteria and information pack** on our **website** at: [www.reconciliation.org.au](http://www.reconciliation.org.au)

**For recruitment and job specific information:** please contact Giselle Sutor, HR Manager on 02 6153 4429 or email [jobs@reconciliation.org.au](mailto:jobs@reconciliation.org.au) **quoting ref Senior Communication & Engagement Officer.**

**Application closing date: 29 March 2020**



**RECONCILIATION  
AUSTRALIA**

**WEB LINK**