

Communication Assistant

- **Mascot location / Working from Home Available**
- **Close to train station!**
- **Salary packaging available**
- **Full time position.**

About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at www.cesphn.org.au.

Purpose of Role

This position will suit someone looking for their first job in marketing and communications or with a year or two's experience looking to take that next step in your career. You have a passion for digital communications and are looking to build these in a dynamic and varied work environment.

As Communications Support Officer, you will work across a broad range of communication channels to support our busy Marketing and Communications team.

You will have a high attention to detail and support the distribution of email and social media campaigns. You will maintain our subscriber lists via our Customer Relationship Management (CRM) system.

You will assist in maintaining website content, and ideally have some experience in using content management systems.

You will ensure internal and external communications comply with our style and branding guidelines.

Requirements

Essential Criteria

- Excellent interpersonal and customer service skills with the ability to establish rapport with a diverse range of people.
- Experience in writing for a variety of communication channels.
- Experience maintaining websites
- Ability to plan and prioritise tasks to meet deadlines with minimal supervision.
- Proficient in MS Office and ideally familiar with design software and content management systems (Joomla).
- Strong attention to detail.

Desirable Criteria

- Tertiary qualifications in a communications-related field.
- Experience engaging with Aboriginal and Torres Strait Islander communities.

Closing date: 05 November 2020

If you have any questions about the role contact **Nathalie Hansen 02 9304 8623**

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

**CLICK FOR FURTHER INFORMATION
AND TO DOWNLOAD THE
POSITION DESCRIPTION**