

## Communications and Administration Assistant Position

### **Communications and Administration Assistant Maternity leave replacement position**

#### **General Information**

- Casual 10-15 hours a week, salary dependent on skills, 9 to 12 months
- Some work required from the office at 2 - 4 Bass School Rd Bass, with the option of some work completed from home via a supplied laptop computer.
- Internal training provided.

#### **Position Responsibilities**

##### **Marketing / Communications**

- Working with other staff to develop written, photographic, and video content for various BCLN media, including but not limited to: the Enews, Facebook, Instagram, email, brochures, graphics, advertisements, posters, and videos.
- Proofreading and editing of articles and posts for various BCLN media as above.
- Management and monitoring of BCLN Facebook and Instagram accounts.
- Compiling analytic statistics for BCLN website, Facebook and Instagram accounts

##### **General Administration**

- Answer incoming queries, including phone, email (receive info@ emails), Facebook, and other sources. Direct queries to appropriate staff members as needed.
- As directed, assist external partners with administrative requirements.
- Assist with general administration tasks, including Works Crew admin as required.
- Take minutes for BCLN meetings.
- Assist staff by summarizing suitable grants to apply for in regular email updates.
- Other reasonable tasks as directed by the Education, Training and Communications Manager and Executive General Manager.

##### **Events**

- Assist with advertising event days for the River Garden and other BCLN events.
- Assisting at events, taking photos, and writing articles before and after.
- Assisting with planning, bookings, communications, and running of the Sustainability Festival.

## Communications and Administration Assistant Position

### Selection criteria

#### Essential skills

- Strong computer skills - including a sound understanding of Microsoft Office programs including Word, Outlook, and Adobe Creative Cloud programs highly beneficial
- Literacy skills - the ability to write interesting articles, blog posts and Facebook posts from a small amount of information,
- Editing skills - the ability to take an article written by somebody else, fix any grammatical and spelling errors, improve sentence structure and readability, and shorten the length of the article as needed.
- Customer service skills – Ability to respond to emails and other enquiries in a helpful and professional manner.
- Strong attention to detail.
- Understanding of social media, including a willingness to learn production skills, reporting and analytics.
- Touch typing
- Working with Children Check (or ability to obtain – ESSENTIAL)

#### Desirable skills

- Design or creative ability is looked upon favorably.
- Knowledge or experience of video/photo editing software or willingness to learn.
- Ability to balance taking direction and exercising initiative.
- Well-developed time management and daily planning skills.

### How to apply

- Please apply by supplying a cover letter briefly addressing the selection criteria and explaining your motivation and suitability for the role by close of business Thursday 28th of September.
- As part of the interview process, you will be required to produce a Facebook post and Enews story (approx. 100 words) from two supplied photos and dot-point facts.
- Please email your cover letter to David Bateman  
[david.bateman@basscoastlandcare.org.au](mailto:david.bateman@basscoastlandcare.org.au) and Lisa Wangman  
[lisa.wangman@basscoastlandcare.org.au](mailto:lisa.wangman@basscoastlandcare.org.au)