



## Digital Communications Officer - POSITION DESCRIPTION

### ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs is an Australian not-for profit organisation dedicated to fostering the next generation of Australian perspectives and leadership in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century.

### ABOUT THE ROLE

The Digital Communications Officer supports the communications team in building the presence of Young Australians in International Affairs online. The successful applicant will be part of a team of volunteers that contribute to the organisation's presence online and will have a strong understanding of creating engaging content to reach a target audience.

### KEY INFORMATION

<b>Title:</b> Digital Communications Officer	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Communications Director	<b>Commitment:</b> 3-4 hours per week (approximately)
<b>Role Type:</b> Voluntary- volunteers will not be remunerated for their time	

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Social Media</b>	<ul style="list-style-type: none"><li>Managing the organisation's presence on social media platforms (e.g. Facebook, Twitter and LinkedIn)</li><li>Sourcing and creating engaging content to share with Young Australians in International Affairs network</li><li>Working with the Communications Director and other State-based volunteers to deliver a successful communications strategy</li><li>Contribute to the development of marketing and promotional material using relevant video and photo editing software</li></ul>	65%
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Maintain phone and email contact with the Communications Director and other volunteers as required</li></ul>	20%

	<ul style="list-style-type: none"> <li>• Attend regular Communications Team meetings, as negotiated with the Communications Director</li> <li>• Represent the Communications Director at Extended Leadership Team meeting, as required</li> </ul>	
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Monitor email account regularly and respond to all emails in a timely manner (within 48 hours)</li> </ul>	10%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>• Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community</li> <li>• Actively promote the work of Young Australians in International Affairs</li> </ul>	5%

## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership, people management and interpersonal skills
- ✓ Demonstrated experience using social media and online platforms
- ✓ Outstanding written and verbal communication
- ✓ Ability to work and liaise with a team of volunteers to deliver on set objectives

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Demonstrated experience managing digital content
- ✓ Video production or editing skills

## OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age

## INTERESTED?

Applications for the position of Careers Director should be addressed to Tony Che, Director of People & Culture, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to [t.che@youngausint.org.au](mailto:t.che@youngausint.org.au).

Shortlisted candidates will be contacted for an interview (in person and/or Skype).