



Supporter Communications Coordinator

ACF has an opportunity for an experienced editor to lead our supporter communications activities on a 12 month maternity cover contract.

Working within a team of passionate environmentalists, you will be responsible for commissioning, writing, subbing, fact checking, overseeing all aspects of pre-press production, liaising with print house, coordinating distribution, writing/editing electronic newsletters and emails, as well as overall responsibility for ensuring a timely turnaround of copy and meeting print deadlines.

The successful candidate will have experience working on a magazine or newspaper and possess strong editing skills. Knowledge of InDesign and an exceptional eye for detail coupled with your passion for the environment will see you succeed in this role.

This position would suit a mid level editor looking for an opportunity to work on the key environment issues of the day including: climate change, sustainability, healthy ecosystems and northern Australia.

This position is based in ACF's office in the award-winning 60L Green Building in Melbourne.

If this sounds like you, please send your email application only to:

Justine Vaisutis,
Human Resources Coordinator
Email work@acfonline.org.au

APPLICATION DETAILS

- Applications close at 9am Monday the 9th of August
- We hope to conduct interviews in the week commencing 16th of August
- **Only applications that address the experience, skills, personal attributes and qualifications required will be considered**

ACF greatly appreciates the time and energy dedicated to an employment application. However due to the number of applications we receive we will only contact short-listed applicants. If you do not hear from us within four weeks from the closing date you should consider your application unsuccessful. We encourage you to remain alert to future employment opportunities through our job mailing list

<http://www.acfonline.org.au/webSubmission/subscribe.asp>.

Position Description

POSITION:	Supporter Communications Coordinator
RESPONSIBLE TO:	Director of Marketing
LOCATION:	Melbourne
GRADE:	5
SALARY:	\$79,280 (including superannuation)
STATUS:	Parental Leave Position to October 2011
HOURS:	30 hours per week (0.8 EFT)

Background

This position sits in the Marketing Department and reports directly to the Director of Marketing. The Marketing Department is committed to recruiting, retaining and growing support for ACF's campaign and program work on the environment.

Position Purpose

This position is responsible for ACF's printed and electronic published supporter materials, including ACF's membership magazine, Habitat; electronic newsletters; Annual & Sustainability Report; and emails. The position also provides input to the GreenHome newsletters and the children's newsletter, Bilby Bulletin; and other marketing reports and supporter correspondence.

Key Responsibilities

- Manage the editing and publishing of ACF supporter materials.
- Establish and deliver high creative and editorial standards, ensuring that all publications and correspondence meet the objectives of ACF.
- Ensure that cross-promotional opportunities for ACF's campaigns, communications and marketing programs are strategically coordinated.
- Provide writing, editing, design and production expertise.
- Manage key external relationships with advertising contractors, writers, designers and printers.
- Identify new opportunities and explore appropriate media for reaching different audiences.
- Manage the publications budget and provide regular reports and analysis to the Director of Marketing.

Experience, skills and personal attributes required

- High level writing and editing skills, with demonstrated senior experience across a range of print and electronic media.

- A commitment to and understanding of ACF's vision, values and philosophy.
- Demonstrated understanding of the principles of marketing and supporter communications.
- Extensive experience with all aspects of the design and production process, including the ability to brief designers and ensure high standards of creative execution, while maintaining consistency with organisational branding and style guidelines.
- Experience using Internet and web-based communication channels for marketing and promotional campaigns.
- Demonstrated leadership skills, including the ability to establish and maintain positive relationships with a variety of internal and external stakeholders, provide communications advice, manage expectations and negotiate outcomes.
- Demonstrated understanding of how to tailor communications for different target audiences and across different media.
- Demonstrated strategic and organisational skills, including experience with implementing communications or marketing strategies and familiarity with all aspects of developing and managing budgets.