



Australian Council of Social Service

Position Description

Title of position	Media Communications Officer
Responsible to	CEO
Term of position	Full time
Salary	\$71,217 - \$77,847 (with an on-call allowance of \$3000) plus superannuation

Responsibilities

The duties and responsibilities of the Media and Communications Officer position will include:

- First point of contact for media enquiries.
- Research and recommend strategies to respond to media issues.
- Proactively identify media opportunities.
- Write, edit, review and finalise the organisation's publications.
- Liaise with network members and partner organisations.
- Devise and drive community education projects.
- Organise events and general administration tasks associated with the position.
- Drive online and social media strategies and tools.

Selection Criteria

- Background in communications, media or public campaigning.
- Strong media liaison skills and/or strong public education and campaigning skills.
- Excellent written and verbal communication skills.
- Experience in editing, reviewing and finalising publications.
- Proven ability to work with limited supervision, meet deadlines and work on multiple tasks in a high pressured environment.
- Capacity to work with a wide range of stakeholders.
- Skills in consultation with community groups and membership-based organisations.
- High level organisational skills.
- Demonstrate capacity to quickly assess policy content and provide clear and timely briefings.

- High level word processing skills.
- Ability to use web software an advantage.

Desired Skills

- Understanding of issues affecting low income and disadvantaged Australians.
- Experience in working in a not-for-profit organisation or government role with exposure to the not-for-profit sector.
- Knowledge of government and political processes.

For more information on ACOSS please visit our website: www.acoss.org.au.

For a confidential discussion, please contact Cassandra Goldie at the ACOSS Office on 02 9310 6200. Applications addressing the selection criteria should be sent to craig.bulley@acoss.org.au.