

**COMMUNICATIONS AND ADMINISTRATION COORDINATOR**

**POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY**

**ABOUT EXPRESS MEDIA**

Express Media is a national, not-for-profit organisation providing support and development for young Australian writers aged 12 – 30. For over 30 years, Express Media has given young people the tools to express themselves through workshops that develop skills, through opportunities for constructive feedback and publication, and through awards and programs that recognise excellence.

Today, Express Media aims to encourage young Australians from all backgrounds to engage with the literary arts, to support them to produce and present their work, to raise awareness, increase support and build an audience for young Australian writers and to cultivate and diversify the literary and broader arts sector in Australia.

We achieve these aims by producing a vibrant national program promoting diversity, access and participation, skills development, nurturing talent and rewarding excellence. We communicate the work and contribution of young Australian writers through publication, promotion and advocacy as well as facilitating networks, supporting professional pathways and fostering careers.

We are a small and passionate team that works closely out of our Melbourne office.

**POSITION DESCRIPTION**

We are currently looking for an enthusiastic and details-focussed part time Communications and Administration Coordinator to join our small but busy team. This role is responsible for the delivery of the organisation’s overall marketing strategy, assisting the CEO in meeting key targets and in maintaining relationships with our partners. They are also responsible for the organisation’s financial processes, managing subscriptions and contacts databases and ensuring a high level of administrative support for the CEO.

The role comprises the following key duties, falling under communications and administration tasks:

**COMMUNICATIONS**

* Assist the CEO to develop and implement an annual marketing and communications plan and strategy for the organisation as well as individual programs
* Manage Express Media’s online presence, generating, scheduling and publishing content for EDMs, on the website and via social media channels
* Work with the CEO to develop and implement a plan to increase readership of and subscription to Voiceworks
* Maintain relationships with media and industry contacts, and deliver a tactical publicity and PR strategy in order to raise the profile of the organisation
* Deliver an marketing and communications reports

**ADMINISTRATION**

* Manage accounts payable and receivable
* Enter data and maintain accounts using Xero accounting software
* Assist the CEO to maintain an efficient, timely and compliant payroll function
* Work with the CEO to manage cash flow in line with organisational and program budgets
* Contribute to the maintenance of Express Media financial management policies
* Undertake administrative tasks including banking, mailing and filing
* Respond to member and external enquiries via telephone, email and in person
* Manage memberships, subscriptions and contacts database

**CONDITIONS**

* The position is 3 days per week at $46,000 pro rata ($27,600 p.a.) plus 9.5% super with days of the week and regular working hours to be negotiated
* The employee is entitled to leave as per the as per the National Employment Standards
* The employee is insured by appropriate WorkCover while working at Express Media
* All Express Media staff are employed under annual, renewable contracts subject to funding conditions
* The position reports to the CEO
* The position is located at the Express Media office, Level 3, The Wheeler Centre, 176 Little Lonsdale St, Melbourne.
* The employee is provided with a workstation and a friendly working environment

**SELECTION CRITERIA**

* Excellent communication skills, both oral and written
* Excellent knowledge of social media and online communications, particularly within the arts
* The ability to respond to direction, and work both independently and as part of a team
* Process driven with great attention to detail
* Excellent time management skills, including the ability to set and work to deadlines and coordinate multiple tasks
* A sound understanding of Express Media and its context within the literary, youth and broader arts sector
* Desired: previous experience in implementing successful marketing and publicity campaigns with an arts organisation and/or previous experience in financial management

**HOW TO APPLY**

Your application must include:

* Your covering letter
* Your current CV including three referees
* A statement addressing each of the selection criteria

Your complete application must not exceed 6 pages and must be saved as one file (word or PDF) with your surname as the file name.

Apply by email to generalmanager@expressmedia.org.au using the subject line APPLICATION: COMMUNICATIONS AND ADMINISTRATION COORDINATOR

Applications close at **9am on Wednesday 9 January 2019.** Interviews for the position will take place on **Wednesday 16 January 2019.** If you already know that you are not available on this day, please make note of this in your cover letter**.** It is hoped the successful candidate will be able to begin before the end of January 2019.

For further information, please call Express Media on (03) 9094 7886 and speak to Lucy Hamilton, General Manager / CEO. Please note that Lucy will be on leave from Thursday 20 December 2018 until Monday 7 January so there may be a delay with responses to queries.