



**HERE FOR
YOUNG
WRITERS**

COMMUNICATIONS AND ADMINISTRATION COORDINATOR POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY

Role: Communications and Administration Coordinator

Role type: Part time, three days per week (0.6)

Salary: \$46,000 pro rata (\$27,600 p.a.) plus 10.5% super

Reports to: CEO/General Manager

Term: Ongoing subject to:

- a) annual review
- b) the operational requirements of Express Media, including available funding

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, wider community and other stakeholders. They are also responsible for the organisation's financial processes, managing subscription and contacts databases and ensuring a high level of day-to-day administrative support for the CEO and other staff.

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 marketing plans/strategies for individual programs, *Voiceworks* and sales.
- 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 and our work
- Deliver any marketing, communications and sales/engagement reports.

ADMINISTRATION

- Manage accounts payable and receivable, invoicing, billing and reconciliations in Xero accounting software.
- Enter data and maintain accounts using Xero
- 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 day-to-day administrative tasks including banking, mailing and filing
- Respond to member, stakeholder, partner 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 10.5% 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. This role is flexible, with working from home options available.
- 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 multiple deadlines and coordinate numerous 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 cover letter
- Your current CV including two 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 12PM AEDT Friday 3 February. Interviews for the position will take place the week of 6 February. It is hoped the successful candidate will be able to begin before the end of February 2023.

For further information, please call Express Media on (03) 9094 7886 and speak to Magenta Sheridan, General Manager / CEO.