

Position Description

Role title:	Marketing & Communications Assistant
Employment status:	Part-time (.6 FTE)
Reports to:	Senior Marketing & Communications Officer
Location:	Geebung
Award classification:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4

Purpose of role

The Marketing & Communications Assistant is responsible for supporting the Senior Marketing and Communications Officer in the development and implementation of communication, engagement, media and marketing activities for ADA Australia.

The Marketing & Communications Assistant reports to, and works closely with, the Senior Marketing and Communications Officer and must also establish and maintain collaborative and productive working relationships with all ADA Australia staff.

Key duties of position

- Support the Senior Marketing and Communications Officer with preparation of corporate publications and documents and internal communications.
- Support the Senior Marketing and Communications Officer with the production of marketing materials such as brochures, presentations, advertisements and event materials.
- Assist in coordinating marketing campaigns and promotions, including scheduling advertising placements, organising events, coordinating attendance at events and expos, and liaising with vendors and partners.
- Assist in creating content for various marketing channels such as social media platforms, websites, blogs, and newsletters. This may include writing, designing or editing.
- Monitor and maintain the organisation's website to ensure current and responsive content.
- Monitor and maintain the organisation's social media accounts by scheduling posts, responding to comments, and analysing engagement metrics.
- Reporting marketing metrics such as website traffic, social media engagement to monitor marketing performance.
- Provide general administrative support to the Marketing and Communications team, including scheduling meetings, preparing for attendance at events and expos, and organising files and documents.
- Stay informed about the latest trends, tools, and technologies in media and marketing to continuously improve skills and contribute innovative ideas to the team.
- Assist with the coordination of public relations and media activities to raise ADA's community profile.
- Any other duties as directed by the Senior Marketing and Communications Officer.

Key selection criteria

- Relevant qualifications in marketing, communication and engagement or an equivalent combination of relevant experience, education and/or training.
- Prior marketing and communications experience across a range of digital and traditional media.
- Demonstrated high level written and oral communication / presentation skills.
- High proficiency in using the Microsoft Suite. Familiarity with other tools such as Adobe Suite applications (InDesign, Illustrator, Photoshop), Canva, and Wordpress would be an advantage.
- Proven organisation and planning skills including the ability to manage multiple projects and meet deadlines with a focus on accuracy and attention to detail.
- Good interpersonal skills, with the ability to communicate, engage and negotiate confidently with staff at all levels.
- Demonstrated ability to adapt positively to change and contribute to a positive team environment.

Essential requirements

- A valid Queensland Driver's licence.
- Current (less than three (3) years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee's expense).
- Valid NDIS Worker Screening Clearance (paid workers) at employee's expense.
- Valid Working with Children – Blue Card (paid workers) at employee's expense.

Ongoing requirements

- Travel will be required between ADA Australia's Brisbane offices and, from time to time, to regional offices.

ADA Australia strongly recommends that employees have and maintain Covid-19 and influenza vaccination currency in line with current Public Health Directives and organisation policy.