

**Wyndham Community and Education Centre Inc.**  
**Job Description**

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**Junubi Wyndham Project Officer - Communications**  
**Job Description**

**General Information**

Incumbent:	-
Classification:	Social, Community, Home Care and Disability Services Industry Award, 2010 Level 4.1
Reports to:	Junubi Wyndham Program Manager
Hours:	22.8 hours per week
Core hours:	9:00am - 5:06pm, Mon – Fri (days tbc)
Duration:	Ongoing (subject to funding)

**Position objective**

The Junubi Wyndham Project Officer (Communications) will coordinate and assist in the execution of marketing and promotion activities, content for a Junubi Wyndham website, event coordination and developing and maintain social media channels.

The roles reports to the Junubi Wyndham Program Manager

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### **Duties & responsibilities**

#### *1. Marketing & promotions communications*

- 1.1 Coordinate, develop and support design and delivery of the Junubi Wyndham website
- 1.2 Review and maintain accurate information on the Junubi Wyndham website
- 1.3 Coordinate, develop and support the design and delivery of Junubi Wyndham collateral (including newsletters, brochures, flyers, images/photos and other marketing communications)
- 1.4 Undertake research and interviews to develop content for communication materials (including newsletters, updates and other marketing communications)
- 1.5 Create and maintain a register of impact stories from various stakeholders in collaboration with the Program Manager
- 1.6 Create and maintain an up-to-date library of Junubi Wyndham marketing collateral and images
- 1.7 Proofread and edit team communication materials as needed

#### *2. Event coordination*

- 2.1 Create and maintain a Junubi Wyndham events calendar including School Holiday programs
- 2.2 Assist with the promotion Junubi Wyndham events
- 2.3 Be available to take photographs of Junubi Wyndham programs, services and events for publication in a newsletter, on social media and for publications
- 2.4 Assist with the development and management of events during and outside of standard business hours

#### *3 Social Media*

- 3.1 Content development and management of Junubi Wyndham social media channels (existing and new) including Facebook, Twitter, Instagram and LinkedIn

#### *4 Other requirements*

- 4.1 Participate in team meetings as required
- 4.2 Meet all administrative, compliance and reporting requirements related to program
- 4.3 Other duties as assigned by the Junubi Wyndham Program Manager in line with the strategic vision of Junubi Wyndham and Wyndham CEC

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### Key Selection Criteria

The person for this position will have:

- A demonstrated ability to produce high-quality written and multimedia content for distribution within tight time frames
- Demonstrated experience in website content maintenance
- Demonstrated experience in assisting with the development and management of in-person and on-line events
- High level oral and written communication skills in English
- Excellent communication skills including experience engaging with diverse audiences, and in particular multi-cultural communities
- Be able to work in a team oriented environment alongside both paid and volunteer workers

### Qualifications & Licenses

Mandatory

- Current Working with Children Check and National Police Check

Desirable

- Relevant qualifications in communications, marketing or other relevant area.
- Current Victorian Driver's Licence

### Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Rules of Association and Vision & Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.