

## COMMUNICATIONS AND MEDIA SUPPORT ASSISTANT POSITION

Applications deadline: 5pm 30 September 2022

**ORGANISATION:** The Religious Society of Friends (Quakers) in Australia (<https://www.quakersaustralia.info/>)

### JOB TITLE:

Communications and Media Support Assistant

### ROLE DESCRIPTION:

The Religious Society of Friends (Quakers) in Australia is seeking a person suitably qualified to assist the Australia Yearly Meeting Secretary.

The Communications and Media Support Assistant role is part-time position (17 hours per week), remunerated at AU\$40 per hour, and will commence no earlier than 15 October 2022 and conclude 31 July 2023.

The successful candidate will be an independent contractor willing to work collaboratively and need to be able to supply an ABN (Australian Business Number). However, overseas applicants whose qualifications and experience match our needs, will be considered.

Given that this is a national role, ready access to the internet and Zoom is essential.

More details about the position are available on the Quakers Australia website at <https://www.quakersaustralia.info/>

A concise resume with contact details, and 200-word maximum cover letter briefly explaining why you're interested in the role, and how your skills match our position requirements, should be sent to [secretary@quakersaustralia.info](mailto:secretary@quakersaustralia.info) **no later than 5pm 30 September**.

Candidates who are short-listed will be asked to provide two writing samples and attend an interview. Successful candidates will be advised by the **14 October 2022**.

### POSITION DESCRIPTION

Candidates should be a Friend and/or a person suitably skilled to assist with maintaining and extending the organisation's online and social media presence, especially for outreach purposes, working within our current framework.

This person would work closely with the Australia Yearly Meeting (AYM) Secretary to:

- develop a web and social media strategy/plan for the AYM website and social media presence
- help enhance our website so that resources are more readily available for use by Friends and non-Friends (i.e., AYM website, etc.)
- develop and execute regular website updates and Facebook posts as per strategic plan

This person would work closely with the AYM Secretary to:

- assess and evaluate the current method of AYM website and Facebook postings
- review similar Friends' websites and social media strategies

- develop a “broad stroke” plan /methodology for AYM Office
- put plan into action, communicating regularly re: all updates, etc.
- assist with providing outreach communications that may include the newsletter, media releases, and event promotion

NOTE: the strategy would involve setting measurable targets regarding:

- responses from weekly website updates;
- responses from scheduled Facebook postings for both AYM FB sites;
- responses from Friends regarding promotion of learning resources;
- responses from Committees regarding their webpages and Committee activities;
- other goals to be determined from consultation between Assistant and AYM Secretary, with continued monitoring as to effectiveness

**Skills required:**

**Essential:**

- proficient in use of Facebook and other social media platforms
- competent in website maintenance, willing to learn how to navigate our AYM website
- familiarity with developing marketing and communications strategies

**Advantageous:**

- knowledge and understanding of AYM structures and Quaker processes would be an advantage

**NOTE:** Applicants do not need to live in the Sydney area, and could work remotely. Communications with AYM Secretary could be online, via Zoom meetings.