



POSITION DESCRIPTION

Position Title: Communications Coordinator

Location: Brisbane, Queensland

About the role

We're seeking someone to help us share our story. We have an incredible network of staff, volunteers and partners working together to deliver citizen science, community engagement and conservation outcomes. Our Communications Coordinator will help us connect more people to the Reef and our programs through digital, traditional and print communications.

About Reef Check Australia

We believe in protecting reefs and oceans by empowering people. Reef Check Australia is an innovative environmental charity dedicated to protecting Australia's reefs and oceans by engaging the community in hands-on citizen science research, inspiring education and practical conservation activities. As part of the Reef Check network, we offer local action with a global connection to more than 90 initiatives around the world.

Key responsibilities

- Manage communications channels including website, social media, newsletter and donor communications
- Work collaboratively to maintain and update RCA website
- Support fundraising and stakeholder communications, as facilitated by the General Manager
- Develop a proactive media plan, identifying key opportunities and activities to promote the work of RCA and leverage opportunities to promote the RCA brand and volunteers
- Write targeted media releases and manage media enquiries
- Work with the team to develop engaging science communications materials, especially for our Reef Ambassador and community outreach programs
- Collaborate with volunteers to deliver key project activities
- Undertake grant seeking opportunities to support their role and Reef Check activities, as facilitated by the General Manager and Grants Officer

Essential selection criteria

Demonstrated experience in:

- Using excellent written, verbal and visual communication skills to communicate with diverse audiences
- Proficient in using web Content Management Systems (experience with Nationbuilder is beneficial)
- Ability to learn quickly and work independently
- Developing engaging communications content and products
- Producing digital communications including email marketing and social media
- Working independently while contributing to a team
- Coordinating communications projects



Desirable selection criteria:

- Graphic design and video production skills
- Relevant degree or qualification in Communications, Digital Media, Marketing or related field
- Grant writing and corporate fundraising experience
- Developing science communication materials
- Experience in website building

Reporting

This position reports to the Reef Check Australia General Manager.

Remuneration

\$27 hourly rate with 9.5% superannuation, 2 days/week. This position is for casual employment. Flexibility in working outside standard office hours may be required.

Closing date: As soon as a suitable candidate has been found

Contact: Jodi Salmond (General Manager), 0407125363, jodi@reefcheckaustralia.org

How to submit your expression of interest: If you are interested in being part of developing a dynamic and growing organisation, please send your CV, and a short cover letter (<2 pages) telling us why you are interested in the role, how you can deliver on the key responsibilities, and how you meet the selection criteria. Please also submit 3 relevant examples of communications work (such as a website, media release, or social media account that you manage).