



Marketing Officer

- **Ideal opportunity for a digital savvy marketing and communication professional looking for meaningful work**
- **Above Award entitlements and attractive not-for-profit salary packaging options**
- **Part Time Fixed Term (21 hrs per week) and convenient Campsie location**

Metro Assist is looking for an enthusiastic candidate with relevant qualifications and experience to join our Corporate Service team at its Campsie head office. If you have a 'flair for cause driven' marketing and communication, and passion to make a difference in people's lives and you enjoy working in a diverse workplace, then this role is for you.

This role is primarily responsible for implementation of marketing strategies and activities in line with our organisational goals to reach out to our targeted clients and the community, as well as building a positive image in the public domain.

The ideal candidate will have experience in executing marketing strategies, developing and designing creative and engaging print and digital marketing materials, managing a corporate website, community management, copywriting and EDM development. This role works across the service teams and the candidate must have the ability to thrive in a continually evolving workplace.

Please refer to the **position description** for detailed role responsibilities and requirements.

Essential Selection Criteria

1. Tertiary qualifications in marketing and communication, digital content, or a related discipline.
2. Demonstrated understanding of Not for Profit marketing and communication requirements, and ability to execute marketing activities in line with the organisational goals.
3. Proven passion for brand management, and marketing campaigns that generate community awareness on social issues and services.
4. Minimum 2 years' experience in content writing, designing and production of high quality and engaging digital and print communication materials such as brochures, flyers, posters, video, news articles.
5. Demonstrated experience in effectively managing digital communication tools including corporate website using CMS and basic HTML, e-Newsletter using Mailchimp or similar, and a wide array of social media platforms in a corporate setting.
6. High level fluency in Adobe design (InDesign, Illustrator, Photoshop) and experience in photo/video editing.
7. Strong interpersonal and collaboration skills, with demonstrated ability to maintain effective team and cross team relationships.

8. Demonstrated ability to work autonomously in a fast paced environment, meet deadlines and a superior attention to detail.
9. Possession of current full driver's license and access to a vehicle with comprehensive insurance, and prepared to undergo a Police Check and a Working With Children Check

Desirable

1. A background or relevant working experience within the community sector would be highly regarded.

Organisational requirements

- Behaves consistent with the Values and code of conduct of the organisation
- Works with passion and creativity
- Ability to show initiative
- Ability to solve problems and respond to situations as they arise
- Have strong organisational and time management skills
- Understands and work in alignment with organisational policies
- Participates in professional development including self-directed learning and structured training
- Communicates effectively and openly in the workplace and fosters positive workplace culture
- Engages in self-care strategies

HOW TO APPLY

Applications close 13 October 2019 and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria (Please include examples of your work or a link to relevant portfolio)
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.