

Position Description

Role Details

Role:	Marketing and Events Assistant
Reporting To:	Manager, Media and Campaigns
Work Location:	Flexible
Status:	Full Time (35 hours per week) Maximum Term Contract role until June 2020 (with a possibility of extension, dependent on funding)
Award Classification:	Level 4.1 Above Award (\$70,750.68 plus super & salary sacrificing) Social, Community, Home Care & Disability Services Award 2010

Role Purpose

The purpose of this role is to assist the PWDA Communications team with marketing and events support and to assist with PWDA projects in implementing their marketing plans.

Responsibilities & Main Duties

Project marketing

- Provide key assistance to PWDA projects in all aspects of marketing, including implementation of agreed marketing strategies
- Assist with development of stakeholder engagement for key projects
- Assist with dissemination of PWDA projects' information across PWDA communication outputs
- Assist with PWDA's projects social media.
- Assist in the use and development of internal communications systems.
- Develop web and social media content about projects, for marketing and events

Event assistance

- Assist with organising project-related events, such as expo attendance and launches
- Assist with production of merchandise
- Assist with management of merchandise

Organisational Participation

- Role model key organisational values and behaviour
- Participate in PWDA general staff meetings, team meetings, PWDA committee meetings and organisational development activities such as strategic planning and policy development
- Participate in relevant professional development activities including training

Selection Criteria

Essential

- Demonstrated understanding and commitment to the rights and interests of people with disability
- Demonstrated excellent communication skills (verbal and written)
- Demonstrated understanding of marketing, particularly in not-for-profit sector
- Demonstrated understanding of social media, including organic and paid content, across multiple platforms
- Demonstrated experience in working within an agreed marketing strategy, with clear goals and targets
- Demonstrated experience organising events
- Clear understanding of stakeholder engagement, both proactive and reactive
- Demonstrated excellent interpersonal and organisational skills
- Excellent capacity to manage timeframes and competing priorities, including managing deadlines

Desirable

- Personal or family experience of disability
- Qualifications in communications, design or marketing or related discipline
- Ability to travel as required

Other Job Requirements

- Working with Children Check.
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW Police Check.
PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.
- Intra and interstate travel and occasional international travel may be required.
- Six month probationary period.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation.

