

Organisation	Women in Media Australia
Organisation Type	Charity/NFP
Position Title	Community Coordinator
Project	Membership Hub & State Engagement
FT/PT	Part-time Contractor (12 hours per week)
Remuneration	\$45-60/hr (ABN required)
Location	Remote (working AEST)
Reports To	General Manager
Skill Sought	The ideal candidate will possess excellent communication and interpersonal skills, proficiency with digital platforms and online community management tools, strong organisational abilities, and experience in community coordination or project management, preferably within the media industry and/or a member based organisation.
Closing Date	4 July 2024

ABOUT WOMEN IN MEDIA

Women in Media is a not-for-profit registered charity that exists to help women in media excel, learn, contribute and connect. With more than 6,500 members nationwide and branches in each state and territory, members work in all facets of the media including journalism, communications, production, public relations, advertising, marketing, publishing and digital media. Our initiatives aim to increase gender equality, extend leadership and economic participation opportunities for women, and build a safer, more respectful culture in Australian workplaces. For more information visit www.womeninmedia.com.au.

ROLE OVERVIEW

The Community Coordinator will play a crucial role in the successful delivery and ongoing support of the Women in Media Membership Hub and assisting with project activities to ensure a vibrant and active community of members. Twenty five percent of the role involves coordinating state and territory support and Committee/Convenor member engagement.

KEY RESPONSIBILITIES

1. Launch of Women in Media Member Hub including

Community Engagement

- Foster a welcoming and inclusive online environment for members.
- Respond to member inquiries and provide assistance as needed.
- Use WiM designated platforms (MailChimp, Wix, etc) to map out member journeys, with the Marketing Coordinator.
- Monitor and moderate discussions on the platform's forum and social media channels.

Project Delivery

- Assist with the development and implementation of content strategies.
- Coordinate with contributing writers to ensure timely delivery of quality content.
- Manage the jobs board and member directory, ensuring accurate and up-to-date information.

Marketing and Promotion

- Support marketing campaigns to promote the Membership Hub and attract new members.
- Collaborate with the marketing team to amplify content and events through various channels.

Data and Reporting

- Track engagement metrics and provide regular updates to the general manager.
- Assist with grant reporting and ensure all deliverables are met in accordance with the grant requirements.

Administrative Support

- Schedule and coordinate quarterly content reviews and progress meetings.
- Maintain organised records of project activities and member interactions.

2. State Support and Coordination

- Act as the primary liaison between state and territory coordinators and the national team.
- Facilitate communication and coordination of state-level activities and events.
- Ensure state initiatives align with the overall goals and strategies of the Women in Media Membership Hub.

QUALIFICATIONS

Experience: Two years in a community coordination, project management, or related role. Suitable candidates might have experience in Digital Production, Social Media Management, Online Customer Service.

Skills:

- Strong writer experienced in crafting communication materials.
- Excellent communication and interpersonal skills.
- Proficiency with digital platforms and online community management tools.
- Strong organisational skills and attention to detail.
- Ability to work independently and manage multiple tasks simultaneously.

Preferred:

- Experience working with membership-based organisations.
- Proficiency with content management systems (e.g. Wix, Mailchimp).
- Knowledge of the Australian media industry.

HOW TO APPLY

Interested candidates should submit their resume and a cover letter detailing their relevant experience and interest in the position to work@womeninmedia.com.au.

Application Deadline: COB 4 July 2024

WiM encourages applications from Aboriginal and Torres Strait Islander peoples, people from cultural and linguistically diverse backgrounds, people with disability, LGBTIQ+ and people of all ages.