

About AIEF

hard heads, soft hearts, capable hands

AIEF was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

The Role

- Full Time
- Surry Hills - near Central Station

The Communications Assistant supports a diverse range of communication responsibilities, often to tight or competing deadlines, with close attention to detail. The Communications Team is responsible for managing AIEF branding and reputation, communicating key messages across different platforms and ensuring the quality, consistency and effectiveness of all communications.

About You

- Passionate and committed to supporting Indigenous students through education and employment
- Experience with implementing strategies for media and social media
- Proficiency in the Adobe Design Suite including Photoshop, InDesign and Premiere Pro
- Strong written and verbal communication skills
- Work with suppliers to create photo, video and audio content
- Have exceptional time management and planning skills
- Ability to solve problems, find solutions and demonstrate initiative
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Knowledge of CMS and/or CRM desirable
- Relevant tertiary qualification
- Minimum 1-year relevant work experience

The Reward

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

Application Information

To apply for this position please send your resume with a cover letter (maximum two pages) addressing the About You to jobs@aief.com.au. If you have examples of work (e.g. website content, annual report, social media) that you have helped produce, please include the link(s) in your cover letter.

Please apply as soon as possible, applications are considered as they are received.

In line with various State Government's COVID-19 health and safety requirements, AIEF assessment and induction processes may be facilitated remotely using various online tools. The Human Resources Team in collaboration with hiring managers will work with you to find the most appropriate method to ensure your safety and wellbeing and that of our employees.

We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.

Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.