

## **Communications Assistant**

### **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.

Backed by some of Australia's most influential business and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,000 young Indigenous people from over 400 communities in every state and territory of Australia.

<http://www.aief.com.au>

### **The Role**

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.

### **Key Responsibilities**

- Review, develop and design (InDesign) program and marketing materials.
- Support the production of the AIEF Annual Report
- Write effective copy for AIEF and stakeholder websites and publications
- Create, and work with suppliers to create, photo, video and audio content with ongoing management of the photo and video libraries
- Support the delivery of AIEF social media accounts
- Wide range of writing for various stakeholders including preparing letters, email communication, speeches and responses to media enquiries
- Develop policies and procedures to ensure critical processes are documented. Ongoing intranet management of policies and procedures
- Design and produce presentations, stationery, templates and internal documents
- Support the maintenance of the AIEF style manual and advise colleagues on style requirements
- Ensure communication policies are implemented across the organisation on an ongoing basis
- Attend events and support delivery of these as a member of the Engagement Team
- Prepare briefings (including photography) for media, stakeholders and the AIEF Leadership Team
- Prepare briefs and speeches for opportunities with students and alumni
- Review AIEF Quarterly Report to Partners and support development of other materials for Partners, including newsletter updates

## Selection Criteria

The right person for this role is a organised, enthusiastic, results driven self-starter who has:

- Motivation for AIEF's mission and alignment with AIEF values with a passion to supporting Indigenous students through education and employment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Knowledge of CMS and/or CRM
- A systematic and professional approach to work, with a high level of attention to detail.
- Proficiency in the Adobe Design Suite including Photoshop, InDesign and Premiere Pro.
- Strong written and verbal communication skills
- Proven ability to 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
- Relevant tertiary qualification
- Minimum 1-year relevant work experience

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

## 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 and a cover letter (maximum two pages) addressing the selection criteria to [jobs@aief.com.au](mailto:jobs@aief.com.au).

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

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.

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