

## Communications and Marketing 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 must complete Year 12 or tertiary studies with career support to help them successfully 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 1,200 young Indigenous people from over 400 communities in every state and territory of Australia.

[www.aief.com.au](http://www.aief.com.au)

### The Role

Reporting to the Manager – Communications, the Communications & Marketing Assistant is responsible for reliably delivering a diverse range of administrative responsibilities, often to tight or competing deadlines, with an attention to detail. This role supports the Engagement Team which is responsible for managing and maintaining effective relationships with existing and potential major partners and stakeholders, supporting the AIEF brand and reputation, creating and delivering AIEF events and communicating AIEF's key messages.

### Key Responsibilities

- Administrative support for major partners, stakeholders and advocates including correspondence, filing and reporting
- Administrative support to the Communications Team for mass marketing initiatives and other projects
- Support the delivery of AIEF social media accounts
- Support the production of the AIEF Annual Report
- Create, and work with suppliers to create, photo, video and audio content
- Preparing and researching documentation including correspondence and reports
- Audits of and regular updates to maintain the CRM database
- Write effective copy for AIEF and stakeholder websites and publications
- Administrative support for delivery of events, including planning and correspondence, RSVP management, and venue and activity research
- Attend events and support delivery of these as a member of the Engagement Team
- Ensure accuracy and completeness of relevant data for reporting and evaluation

## Selection Criteria

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

- Motivation for AIEF's mission and alignment with AIEF values
- Excellent communication and interpersonal skills
- Strong organisational and time management skills
- A degree in Communications, Marketing, Media, Business or similar
- A strong sense of teamwork and pitching in
- Experience in using Microsoft Office (Word, Excel and Outlook) and CRM systems (desirable)
- A systematic and professional approach to work, with a high level of attention to detail.

This position is based in our Sydney office in Surry Hills.

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.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

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.

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.