

Communications and Marketing Officer

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

The Role

Reporting to the Manager – Communications, the Communications and Marketing Officer is responsible for reliably managing a diverse range of communication responsibilities, often to tight or competing deadlines, with an attention to detail. The Communications Team is responsible for managing AIEF branding and reputation, communicating AIEF key messages and ensuring the quality, consistency and effectiveness of AIEF communications.

Key Responsibilities

- Support the delivery of AIEF social media accounts
- Update AIEF Intranet and website as required
- Review, develop and design program and marketing materials
- Manage the AIEF photo and video library
- Create, and work with suppliers to create, photo, video and audio content
- Prepare briefs and speeches for opportunities with students and alumni
- Write and deliver mass marketing initiatives
- Support the production of the AIEF Annual Report
- Write effective copy for AIEF and stakeholder websites and publications
- Draft and review correspondence for the AIEF Leadership Team
- Support the maintenance of the AIEF style manual and advise colleagues on style requirements
- 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 organised, enthusiastic, results driven self-starter who has:

- Motivation for AIEF's mission and alignment with AIEF values
- **Excellent communication and interpersonal skills**

- **Excellent written language skills**
- **Strong organisational and time management skills**
- **A strong sense of teamwork and pitching in**
- **A degree in Communications, Marketing, Media, Business or similar**
- An eye for design – knowledge of Adobe Design Suite desirable
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) and CRM systems (desirable)
- Ability to solve problems, find solutions and demonstrate initiative
- 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.