

# Position Description – Communications Officer

<b>Position Title:</b>	Communications Officer
<b>Area:</b>	Communications and Marketing
<b>Supervisor:</b>	Manager, Communications
<b>Number of positions that report to this role:</b>	None
<b>Hours:</b>	35 hours per week. Some after hours and weekend work may be required, particularly in the lead-up to and during programs. Flexible working arrangements may be considered. The successful candidate must be able to work full-time and additional hours during December and January.  Some travel interstate overnight may be required.
<b>Terms:</b>	Initial 12-month term with possible permanency
<b>Salary range:</b>	\$55,000-\$65,000 plus 10% superannuation
<b>Location:</b>	Canberra, ACT. Remote/interstate working arrangements may be considered.
<b>Closing date:</b>	Available immediately

## About the National Youth Science Forum

The National Youth Science Forum (NYSF) is a national not-for-profit charity that has operated for over 38 years. One of Australia's most well-known STEM outreach organisations, the NYSF inspires students to pursue a range of science, technology, engineering and maths (STEM) study and career options. More information regarding the activities of the NYSF is available at [www.nysf.edu.au](http://www.nysf.edu.au) and across our social media channels.

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We currently have a team of 14 staff members and engage casual staff where required. The NYSF comprises of four teams: Programs, Partnerships and Alumni, Communications, and Corporate Services. The NYSF team is led by CEO Dr Melanie Bagg and supported by a highly regarded Board.

## About the Communications Officer Role

Working in a small team, the Communications Officer will report to the Manager, Communications (currently based in Melbourne). With support and direction, they will manage various communications, marketing, and administrative tasks.

### Duties will include:

- Developing, scheduling, and publishing content for NYSF's range of communication channels, with particular attention to social media, electronic direct emails, and the website.
- Writing, editing, and proof-reading social media content, blog articles, media releases, newsletters, marketing collateral, the annual report, speaking notes, and multi-media content.
- Design and production and potential management of stock of marketing collateral and merchandise, such as brochures, posters, and banners.
- Monitor use of NYSF brand and corporate identity across communications deliverables.
- Contribute to communications planning and ensure processes are well documented.
- Contribute to planning and delivery of outward-facing NYSF events.
- Liaise with other teams within the NYSF to enable their communication goals and ensure our brand identity and standards are consistently delivered.
- Other duties as directed.

## About you

We are looking for someone with solid skills and experience in communications, who is committed to the general vision and mission of the NYSF, works well in a small team and close cooperative environment, but is also able to be self-directed and work independently to make decisions and drive projects to completion when needed.

## Selection Criteria:

### Essential

- Experience or qualifications working in communications or related/transferrable fields (new graduates will be considered with minimal experience).
- Demonstrated organisational skills, including the ability to be flexible and manage competing priorities while working under pressure and in tight timeframes.
- Strong interpersonal and communication (written and oral) skills.
- Experience with social media for business purposes, particularly Facebook, Twitter, Instagram, and LinkedIn.
- Experience in editing content in Wordpress or a similar platform, or the ability to learn.
- Basic design skills and a willingness to learn on NYSF design platforms (Canva and InDesign).

- Intermediate to Advanced Microsoft Office skills (Word, Excel, PowerPoint).
- Experience with Salesforce CRM or a similar database system.
- Willingness to work outside of standard hours of operation as required and travel interstate as needed for NYSF events – the successful candidate must be able to work full-time during December (outside the standard shutdown period) and January to assist with the delivery of the NYSF Year 12 Program.
- A current Working with Vulnerable Persons registration, or the ability to obtain registration before commencing in the position.
- A current First Aid certificate, or the ability to obtain registration before commencing in the position.
- COVID-19 vaccination, or willingness to obtain, in order to attend NYSF events.

## Desirable

- Experience working in a not-for-profit environment
- Experience organising events (for example stalls, networking events, workshops, conferences, etc.)
- Photography experience
- Branding experience
- Experience with messenger applications and app communication for programs and conferences

This position is full time fixed term contract position for 12 months, with the likelihood of extension.

## How to apply

NYSF is an equal opportunity employer and encourages people of Aboriginal and Torres Strait Islander background or people with a disability to apply.

If you have questions about the role, contact Melanie Tacey, Manager, Corporate Services at the NYSF, at [melanie@nysf.edu.au](mailto:melanie@nysf.edu.au).

To apply, please submit your resume, and a cover letter addressing the selection criteria (two pages maximum) to [nysf@nysf.edu.au](mailto:nysf@nysf.edu.au).