



## MARKETING AND COMMUNICATIONS COORDINATOR

The Junction Neighbourhood Centre (JNC) is looking for a creative and strategic person with minimum 5 years' experience in marketing and communications. You will work collaboratively with the General Manager, Management Team and Program Teams with responsibility for the JNC's external communications and marketing. To promote JNC services, programs, activities, events and achievements to stakeholders and the general public, you will also be committed to social justice.

This is a fixed term, part time position to 30 June 2018 (21-24 hours per week, over 3 to 4 days per week) based at Maroubra with occasional work at our Randwick, Maroubra and Glebe centres.

The JNC is a community based not for profit organisation that has operated for over 43 years. The JNC has centres at Maroubra Junction, Randwick, Bondi Junction and Glebe. We provide community information, referral, support and a wide range of community services.

### Essential Criteria

1. Commitment to the values of The JNC
2. Understanding of marketing concepts in relation to the community sector
3. Proven ability to implement, monitor and review strategic marketing and communications strategies
4. Demonstrated skills and experience in use and maintenance of a wide range of web, social media and paper based communication and promotion tools
5. Strong interpersonal and communication skills applied across the spectrum of stakeholder relationships – from individual to corporate
6. Strong written communication skills across multiple platforms
7. Problem solving and time management skills
8. High level computer/IT skills in particular Office, email and internet as well as website management and design software
9. Commitment to continuous quality improvement
10. Relevant tertiary qualifications in marketing and communications and/or demonstrated equivalent experience
11. Minimum 5 years industry experience in a similar role, preferably in the not for profit sector

### Desirable

12. Knowledge of updating web content on Wordpress
13. Knowledge of Adobe software including InDesign and Canva
14. Knowledge of the demographics and communities in Eastern Sydney and City of Sydney
15. Current Drivers Licence Class C
16. Access to a reliable car with full comprehensive insurance

Applicants must be willing to have a Police Check and provide a Working With Children Check for clearance.

SCHCADS Award Level 4 with above award conditions and attractive salary packaging. Must be willing to complete a computer-based IT skills assessment.

For further information and a position description please refer to the attached position description or contact Janet Green on **9349 8200**. Applicants must address the essential and desirable criteria in their application to be eligible for an interview. Interviews will be held on Wednesday 5<sup>th</sup> July 2017.

Applications in writing by 9.00am on Friday 30 June 2017 by e-mail to [jobs@jnc.org.au](mailto:jobs@jnc.org.au) or by mail to;

Human Resources Support Coordinator  
The Junction Neighbourhood Centre  
Shop 2, 669-673 Anzac Parade  
Maroubra Junction, NSW 2035