

POSITION DESCRIPTION

POSITION TITLE:	Administration and Social Media Officer
DIVISION / SECTION:	Corporate and Research Administration
SUPERVISOR:	Communications, marketing and media manager
CLASSIFICATION LEVEL:	GSL 4
SALARY RANGE:	\$40.18 per hour
STATUS:	Casual
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

SUMMARY OF POSITION:

Menzies School of Health Research (Menzies) is Australia's only Medical Research Institute dedicated to improving Indigenous health and wellbeing. We have a 30-year history of scientific discovery and public health achievement. We work at the frontline and collaborate broadly, partnering with over 60 Indigenous communities across Northern Australia to create resources, grow local skills, and find enduring solutions to problems that matter.

The Administration and Social Media Officer will be responsible for assisting the Communications Unit with administrative tasks, providing graphic design guidance and managing Menzies social media platforms.

PRIMARY RESPONSIBILITIES:

1. Assist with regular maintenance of marketing material, the communications team's intranet pages and the Menzies website.
2. Assist in the production and dissemination of internal and external communication materials including media releases, editorials, fact sheets, e-newsletters, brochures, posters, annual report and publications.
3. Assist with the development of content for social media channels that is engaging and enhances Menzies' brand and reputation.
4. Conduct basic graphic design work, be the liaison between our preferred graphic design agencies and assist with the preparation of publications, including the annual report, for online and print platforms.
5. Provide basic photography support to projects, events and researchers.
6. Provide administration support to the Communications Unit.
7. Order, promote and manage Menzies merchandise.
8. Coordinate internal events such as the lunchtime seminar series and assist with the coordination of key events such as the annual general meeting, the Oration and community engagement activities.
9. Support the Development Team with branding, marketing collateral and other tasks to facilitate local and national fundraising efforts.
10. Any other tasks as reasonably required by the supervisor, manager and/or director.

SELECTION CRITERIA:

Essential:

1. Ability to use In-Design and other graphic design software.
2. Excellent oral and written communications skills.
3. Ability to meet short deadlines, short turnarounds and be responsive to current trends.
4. Drive, enthusiasm and energy and the ability to work independently and as a team player who promotes a supportive and cohesive environment.
5. Possess excellent time management skills and strong attention to detail.
6. Sound computer literacy (Microsoft office suite including word, excel, power point as well as web editing skills and social media skills).
7. The ability to interact effectively with people from diverse cultures.
8. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Ability to design creative content for marketing campaigns using computer software or hand drawings.
2. Basic photography skills.