



OzHarvest | Job Description

Your Position Title:	Communications Coordinator
Your Department:	Education
You'll Report to:	Program Manager
Your direct reports:	N/A
Classification :	Maternity Leave Position
Headcount or Hrs/wk :	Full Time
Date :	16 August 2021 – 9 September 2022

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes the FEAST, NEST and Nourish Program Managers (PM's), Education team, M team, State Fundraising Coordinators and OzHarvest Staff and Volunteers. You'll also work with external stake holders including Corporate Partner/s, Government Agencies, participating, agencies, Schools and Media.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of Communications Coordinator is to support the program managers (PM's) by marketing and promoting the education programs. This will be achieved through corporate/community engagement activities, content development and distribution and a variety of communication initiatives.



Your Responsibilities

Key Responsibility Area 1: Engagement

- Collaborate with PM’s on all corporate & community engagement
- Utilise OzHarvest's CRM (Salesforce) to track contacts and activities
- Identify opportunities and support PM’s with industry networks, conferences & events
- Manage corporate volunteer opportunities for programs
- Identify and develop key education partnership opportunities

Key Responsibility Area 2 – Communications & Marketing

- Proactively raise awareness for programs and manage marketing assets
- Oversee and update the program website and online shop where appropriate
- Research and apply for awards for all programs
- Support PM’s with external evaluation of programs
- Utilise OzHarvest's CRM (Salesforce) to create and store templates for comms
- Manage the OzHarvest Education Twitter account and any education social accounts
- Coordinate the program/s newsletter content in collaboration with editorial team
- Coordinate any program/s launch in collaboration with program managers & Impact
- Collaborate with Impact team to develop a social media strategy for programs

Your Key Performance Indicators

- Support key objectives and goals for the programs
- Support grant-funding commitments for the programs
- Support engagement goals for the programs
- Accurate data and reporting requirements - tracked in OzHarvest's CRM (Salesforce).

Personal Specifications

Qualifications

- A Bachelor’s or relevant degree in Marketing Communications or Business Management
- Completion of Manual Handling Course and Current First Aid Certificate or Equivalent
- A valid Working with Children Check (WWCC) and A valid Police Check

Skills, Knowledge & Experience

- Minimum 5 years’ experience in a client relationship role, business development, sales, events, fundraising, marketing, communications or public relations
- Demonstrated capability in identifying and developing business, fundraising, marketing and communications plans, strategies and solutions
- CRM expertise in Salesforce, KPI reporting, Adobe Creative Suite, Excel proficiency and Microsoft Office. (Indesign optional)
- Marketing knowledge, researching capability, networking and prospecting skills
- Experience in media, social media, community management, developing content
- Excellent public speaking, proposal writing, persuasion and closing skills



Personal Abilities and Aptitudes

- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across digital platforms, on the phone and in person
- Energetic, positive, proactive attitude
- Ability to identify and problem solve issues that arise with creativity and initiative
- Great organisational skills and the ability to prioritise tasks and time manage; flexible and highly responsive to changing priorities and circumstances
- A commitment to self-improvement and self-development
- The flexibility to work out of hours and for extended hours during peak periods

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____

OzHarvest Policies that apply to this role:

- Covid Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy