



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	Marketing Coordinator
You'll report to:	Brand & Marketing Manager
Classification	Full Time
Headcount or hours/wk:	38 hours per week
Date:	January 2024
Location:	Sydney

Your key relationships

The Marketing Coordinator role is an integral part of our Marketing Team and wider Impact Team. You will work in close collaboration with our National Brand and Communications Lead, Senior Digital Marketing Manager, Brand & Marketing Manager, Media and Communications Manager, Brand Designer and Social Media Coordinator to bring marketing activity to life!

Other key relationships include:

- Partnerships team
- Development team
- State based Engagement Managers /coordinators
- Education Program Managers

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.



Nourishing Our Country

About the role

You will play a crucial role in supporting the small and dynamic Marketing team at OzHarvest, executing marketing activity that helps people connect with our cause, tell our stories with heart and soul, drive awareness and increase support for OzHarvest.

As a Marketing Coordinator, you'll support the team on a variety of tasks from website updates, creating content, reporting, canva design templates, admin, social media posts and more.

This is a great opportunity for someone who is looking for their first marketing job and wants to work for a purpose led organisation!

Your Key Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life :

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times

Responsibility Areas:

- Day to day support and administration for the OzHarvest marketing team
- Assist in the development and execution of marketing campaigns, including email marketing, social media, and more.
- Support with the development of marketing materials such as presentations, graphics (in Canva), videos, imagery, flyers and other promotional items.
- Support and manage website updates
- Help monitor and update a Content Calendar to ensure consistent messaging and branding on all channels.
- Help collect and curate high quality brand content from across the organisation
- Maintain our digital assessment management tool, MediaValet
- Attend internal and external events and content shoots when required
- Develop briefs for external content creators and suppliers
- Budget tracking and invoice management for suppliers
- Research industry trends and best practice to support marketing team
- Prepare reports and analyse marketing activity to help the team make decisions

At OzHarvest we are a small family and there are fabulous opportunities for each of us to work together to contribute to deliver on our purpose to Nourish our Country. These could include a range of reasonable additional duties from time to time as required.



Nourishing Our Country

Personal Specifications

Qualifications

- Current and Valid Police Check or willing to obtain one
- Tertiary qualification in Marketing, Communications, Media or Public Relations
- Work experience in marketing or agency preferred, but not essential

Skills, Knowledge & Experience

- Firm grasp on various marketing platforms, channels and best practices, including social, digital and email marketing
- Excellent written and verbal communication skills
- A passion for learning and applying marketing knowledge
- Ability to work independantly when required, and collaboratively within a team.
- High level of computer literacty, including Microsoft Office Suite. Expereince with Canva, MediaValet, Splice, Salesforce and WordPress is desired, but not mandatory.

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive, and proactive
- Adaptable and strong desire for continuous learning
- Quick learner with a proactive approach to tasks
- Strong attention to detail

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:** _____