



Position Description

Title: COMMUNICATIONS OFFICER (0.5 Permanent Part-time)

Employer: Northern Gulf Resource Management Group

Location: Mareeba, Far North QLD

Rate: \$32.41 p/hour (\$615.79 per week) plus 9.5% superannuation

Closing Date: 7/9/2017 **Start Date:** 18/9/2017

We are seeking a friendly, outgoing and imaginative person to join our team based in Mareeba, to work with Northern Gulf Project Officers and to coordinate communications and promote our company and regional NRM issues through modern media. This position will involve travel to remote communities and regional events throughout the Northern Gulf region, which stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

Northern Gulf Resource Management Group is involved in a broad range of NRM programs such as grazing lands and farming extensions, Traditional knowledge recording, environmental education and biodiversity monitoring and conservation.

A suitable candidate will have the following attributes:

- Highly organised-ability to work over several projects and competing demands;
- Adept in the language of design to send powerful messages and tell Gulf stories to broad and diverse audiences;
- Keen visual/aesthetic sensibilities;
- Good written expression;
- Full driver's license;
- Proven experience in developing, writing and delivering corporate and project communication plans;
- Working with diverse stakeholders;
- Multi-media and film making skills but not necessarily actual film-making.

The following attributes are desired:

- Experience in NRM/environment/agricultural and Indigenous related industry;
- Degree in communications.

Tasks

1. Maintain and produce content and manage Facebook, Twitter and Instagram accounts;
2. Maintain web content;
3. Coordinate and edit quarterly newsletter and Gulf Croaker;
4. Edit and prepare media releases;
5. Write articles for other publications;
6. Participate in the state and national communicator network meetings and foster opportunities with other regions;
7. Develop and write a Corporate Communication plan;
8. Develop and Write Project Communication plans;
9. Photograph events, people and places to create a stock image library;
10. Attend meetings, workshops and community events across the region;

- 11.** Collect video footage in region and edit into micro-documentaries for publication on YouTube;
- 12.** Assist in developing a suite of communications, including aligning key messages across all media types;

If this position appeals to you please submit an application and CV to our Executive Coordinator at executive.coordinator@northern.com.au