

Position description: Marketing and Communications Coordinator

Position details

Employment classification	Full time 12-month fixed term contract (Parental Leave cover, with possible contract extension)
Probationary period	6 months
Location	Sydney (currently working remotely)
Reports to	Marketing and Communications Manager
Team	Corporate Affairs

Key behaviours and values

Supply Nation's values guide the way we work with our members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

Accountability

We take responsibility for our own actions. We honour our commitments.

Collaboration

We work together as a unified team to produce the best results for our customers.

Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

Empowerment

We create and promote a culture where all may thrive.

Position summary

Supply Nation is the Australian leader in Supplier Diversity and provides a direct business to business purchasing link between corporate Australia, government agencies and Indigenous owned businesses.

The Marketing and Communications Coordinator plays a key role within the Corporate Affairs team to support the development and delivery of diverse marketing, communications and media engagement activities.

Reporting to the Marketing and Communications Manager, the successful candidate will co-ordinate marketing projects and the production of monthly newsletters, manage merchandise production and stock, draft and edit copy, manage website updates and work on strategic engagement campaigns. You will also drive quality assurance, ensuring all design collateral is compliant with brand guidelines, and be involved in Supply Nation's flagship event for the Indigenous business sector – Connect.

The Marketing and Communications Coordinator will also coordinate production logistics for design briefs, videography projects, and photographic shoots.

The functions of the role will continue to evolve with the needs of the organisation and our stakeholders.

Key responsibilities

The key responsibilities of the role are to:

- Coordinate the production and publication of internal and external communications (EDM's, newsletters, publications, catalogues)
- Develop and promote content on Supply Nation's website, social media and associated platforms
- Create / collate campaign and social media reports
- Prepare media releases and assist with responding to media requests
- Manage marketing event calendar (key campaign activities)
- Coordinate ongoing advertising initiatives
- Monitor relevant media channels, research reports and industry updates
- Manage internal/external marketing collateral, merchandise and resources
- Develop and coordinate design briefs, photography shoots, videography production logistics, events and forums
- Ad hoc marketing duties to support the business, as required

Workplace health and safety

- Maintain a clean and safe work environment while complying with all safety policies and procedures
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so
- Participate in workplace consultative meetings and recommend improvements to relevant workplace health and safety practices within the workplace

Key selection criteria

Specialist knowledge and attributes

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures and issues affecting Indigenous Australians in business
- Demonstrated experience in marketing, strategic communications and/or media relations within a professional / business environment

Skills, knowledge and experience

- Tertiary qualifications in marketing, communications, journalism or similar discipline, and relevant experience
- Excellent attention to detail with proofreading and copy-editing skills (strong grammar and spelling)
- Proven ability to engage with diverse audiences and build relationships with key stakeholders
- Experience preparing media releases and responding to media requests
- Experience with SEO management software, WordPress CMS (or similar); EDM systems (Autopilot experience a bonus); Salesforce or other similar CRM system
- Exceptional communication and stakeholder management skills
- Exceptional time management and prioritisation skills
- Proven experience in copy writing and developing engaging content for diverse digital/print communications channels, while working under tight deadlines
- Demonstrated ability work autonomously, while also collaborating within a team environment
- Intermediate to advanced knowledge of Microsoft Office – Outlook, Excel, Word, PowerPoint