

Position description: Communications and Engagement Coordinator

Position details

Employment classification	Full time
Probationary period	6 months
Location	Sydney (hybrid working environment)
Reports to	Head of Marketing, Communications and Events
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 Communications and Engagement Coordinator plays a key role in supporting the development and delivery of diverse communications and stakeholder engagement activities.

Reporting to the Head of Marketing, Communications and Events, the Communications and Engagement Coordinator will be responsible for preparing and delivering internal and external communications, developing briefing documents, contributing to the development of content for Supply Nation's communication channels, coordinating engagement activities with our key stakeholders, and will be involved in the delivery of Supply Nation's flagship event for the Indigenous business sector – Connect.

The Communications and Engagement Coordinator will also assist with marketing campaigns and the development of content as required.

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:

- Prepare and deliver external and internal communications (including training and event invitations, newsletters, CEO communications, staff briefing documents)
- Develop senior management / industry briefing documentation
- Coordinate engagement activities with our key stakeholders
- Develop and publish written case studies
- Contribute to the development of content for Supply Nation's communication channels
- Coordinate internal marketing collateral / merchandise
- Assist with design briefs, photography shoots, videography production logistics, events and forums
- Assist with marketing campaigns and the development on content, as required
- 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 Indigenous societies, cultures and issues affecting Indigenous Australians in business
- Demonstrated understanding of the Indigenous business sector, and previous experience working on Aboriginal and/or Torres Strait Islander issues/projects
- Excellent attention to detail with proofreading and copy-editing skills (strong grammar and spelling)
- A proven ability to concisely and clearly deliver a broad range of communications
- The ability to liaise with a range of internal and external stakeholders at all levels

Skills, knowledge and experience

- Tertiary qualifications in marketing and / or communications, and demonstrated experience working in a professional / business environment
- Outstanding interpersonal and communication skills
- Excellent eye for detail, and demonstrated experience juggling multiple priorities within tight deadlines
- Strong writing skills with ability to develop and edit copy to a high standard
- Exceptional time management and prioritisation skills
- Experience managing and developing content for diverse engagement platforms
- Demonstrated experience developing social media content across various channels: websites, LinkedIn, Facebook, Instagram, Twitter, YouTube etc.
- Demonstrated ability to work autonomously, while also collaborating within a team environment
- Intermediate to advanced knowledge of Microsoft Office – Outlook, Excel, Word, PowerPoint