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<http://www.cpd.org.au>

About the Position

Events and Communications Coordinator

CPD is looking for a Events and Communications Coordinator. Working closely with CPD's senior staff and Fellows, the successful candidate will be responsible for developing, delivering and providing advice on communications strategies across all the programs. This includes communications with media, stakeholders, outreach, fundraising and events.

The successful candidate will be based in CPD's Sydney or Melbourne office. The position can be part-time or full-time. Remuneration for the position will be determined based on the experience of the selected candidate. For further information please contact Shivani Nadan at admin@cpd.org.au or call (03) 9929 9915.

Candidates should include the following in their application:

1. Covering letter and CV (not to exceed three pages in total);
2. A sample of writing for a general audience; and
3. Name and details of at least three referees.

Candidates should apply by emailing their application to admin@cpd.org.au with the subject line 'Application for Events and Communications Coordinator'. The deadline for applications is 11.59pm Sunday 12 January 2020. Only shortlisted candidates will be contacted.

Roles & responsibilities:

- Planning, implementation and follow-up for all events including logistics, publicity, invitations and registrations, venue hire, catering, flights and accommodation, event presentations, distribution of briefings and communications materials, and post-event reporting, analysis and recommendations.
- In consultation with the Operations Director and CEO, coordinating and implementing the annual communications plan.
- Coordinating and planning key CPD events including ANU-CPD Policy Dialogues and the John Menadue Oration.
- Identify and develop strong working relationships with journalists and media organisations.
- Create and manage contacts lists for journalists, stakeholders, events attendees.
- Developing and implementing communications campaigns to promote CPD and its work to key audiences.
- Managing CPD's digital communications, including content creation, publishing and analytics reporting for website, social media and podcasts.
- Develop and implement digital media communications strategy, including social media, content creation, publishing, and collecting and analysing data for website and social media.

- Assisting the writing, placement and distribution of press releases, stories and opinion pieces.
- Actively participate in staff meetings.
- Supervising designated events and communications interns.

Selection Criteria

Essential

- Excellent tertiary qualifications in a relevant field.
- Demonstrated commitment to public policy.
- Exceptional communication skills, including in written, digital and interpersonal communication.
- Excellent organisational skills, with experience of managing multiple tasks and prioritizing effectively to meet deadlines.
- Demonstrated ability to deliver excellent results working to deadlines, under limited supervision, and coordinating multiple agendas and stakeholders.
- Ability to use Wordpress or similar web publishing software, social media platforms, CRM software, Survey Monkey, and MailChimp or similar bulk email management software.

Desired

- Demonstrated experience in events management, including managing events budgets and using events management software.

For more information on CPD please visit www.cpd.org.au.