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

## Events and Communications Coordinator

- Full or part-time
- Remuneration based on experience
- Sydney or Melbourne location
- Parental leave backfill position (6 months)

### About the Position

CPD is looking for an Events and Communications Coordinator from mid May to November 2021. 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. Remote work may be possible. The position is advertised as full-time, but we support flexible work and will consider part-time for the right candidate. Remuneration for the position will be determined based on the experience of the selected candidate.

Candidates should apply by emailing their application to [admin@cpd.org.au](mailto:admin@cpd.org.au) with the subject line 'Application for Events and Communications Coordinator'. The deadline for applications is Friday 30 April, and the candidate will ideally be available to start in mid to late May. Only shortlisted candidates will be contacted.

### Roles & responsibilities:

- Day-to-day communications activities, including social media posts and updating website.
- Creation of the monthly eNews.
- Planning, implementation and follow-up for all events including logistics, technical requirements, publicity, invitations and registrations, distribution of briefings and communications materials, and post-event reporting, analysis and recommendations.
- Create and manage contacts lists for journalists, stakeholders, event attendees.
- Developing and implementing communications campaigns to promote CPD and its work to key audiences.
- Supporting the Media Advisor as required to write, submit and follow-up placement of press releases and stories to established contacts.
- Actively participate in staff meetings.

### Selection Criteria

- Experience in web-based applications, website and social media, CRM, Mailchimp.
- Demonstrated commitment to public policy.
- Excellent communication skills, including in written, digital and interpersonal communication.
- Excellent organisational skills, with experience managing multiple tasks and prioritising effectively to meet deadlines.

- Demonstrated ability to deliver excellent results working to deadlines, under limited supervision, and coordinating multiple agendas and stakeholders.
- Strong attention to detail, creativity and initiative.
- Adaptability to changing priorities.

### About CPD

The Centre for Policy Development is one of Australia's leading independent policy institutes. Founded in 2007, we are a mission-driven organisation led by a dynamic CEO and distinguished Board of Directors, and we are seeking exceptional talent to join our growing team.

This role offers the opportunity to make a substantial contribution to policy development in Australia, and is an ideal career move for a motivated individual. You will be joining a smart, energetic, dedicated team at an organisation with a unique culture that will foster your skills, broaden your horizons and engage your passion for ideas.

For more information on CPD please visit [www.cpd.org.au](http://www.cpd.org.au).