**Digital Communications Advisor (6 month Parental Leave position)**

**Office of Samantha Ratnam MLC**

**Overview**

Victorian Greens leader Samantha Ratnam MLC is seeking a motivated and experienced digital communications specialist with campaigning experience to join her team as a 6 month parental leave position from 6 May 2019.

As Samantha’s Communications Advisor you will lead on communications and campaigns, including digital communications, website development, email blasts, social media, new media, marketing, as well as campaign strategy development and implementation. This work aims to keep the community informed and help deliver key outcomes. Your demonstrated, successful experience in all types of digital communications and campaigning will make you ideal for this role.

You are passionate about Greens values of social justice, peace and environmental sustainability. You are organised, driven, reliable, efficient, flexible, innovative, enthusiastic and have the ability to work independently as well as part of a small, fast moving team.

You have a proven ability to work under pressure to meet tight deadlines and get the job done. You have an ability to liaise with a diverse range of people and personalities and establish and maintain positive relationships both internally and with external stakeholders. You have an ability to maintain strict confidence on all issues associated with your duties and exercise sound judgment.

**Key selection criteria:**

• Considerable experience in communications and digital campaigning.

• Experience developing and implementing effective campaigns strategies, including, but not limited to communications.

• Experience writing successful email blasts, social media posts, website content and scripts for materials that engage, influence and inspire the community.

• Graphic designs skills and experience using InDesign.

• Experience using Nation Builder and/or other database management systems.

• A strong understanding of the Victorian political context, of effective political and campaign strategies, and an ability to work on specialist issues.

• Highly developed written, oral and interpersonal skills.

• Proven ability to work independently and efficiently, manage competing priorities, and work well under pressure to meet tight and demanding deadlines within budget constraints

**Terms of appointment**

The position is under the terms and conditions of an Electorate Officer, for three days a week, with the potential for extra days as a casual.

Electorate Officers are employees of the Victorian Parliament, directly accountable to the Member in whose electorate they are employed. Electorate Officers have a main role in supporting the Member, a position which requires a high degree of loyalty, versatility and the ability to maintain confidentiality on behalf of the Member and those who contact the office.

Salary: $73,382 - $83,900 (pro rata) plus superannuation. This is Grade 2.1 to 3.1, depending on experience, based on the Parliament of Victoria’s Electorate Officer Salary Scale.

**How to apply:** Please submit your application by providing your CV (maximum 3 pages) and a cover letter addressing the selection criteria (maximum 2 pages) in one PDF document to Clare Ozich: [clare.ozich@parliament.vic.gov.au](mailto:clare.ozich@parliament.vic.gov.au) with the subject line “Application: Director of Communications”

For more information call Clare on (03) 9348 2622

Applications will be assessed on an ongoing basis until the position is filled. Applications from people unable to start until after the Federal election are welcome.