



COMMUNICATIONS ASSISTANT

The Greens (WA)

The Greens (WA) are founded upon four pillars: ecological sustainability, grassroots democracy, social justice and peace and non-violence. Over the last thirty years, The Greens have become the third force in Australian politics. Across Australia, there are Greens members elected at every level of government. The Greens (WA) are hiring staffing roles for the next WA Election, scheduled for Saturday 13th March 2021.

About The Role:

We're looking for a motivated, passionate and talented person to join The Greens (WA) campaign team as our Communications Assistant for the 2021 WA Election.

The Communications Assistant will be required to assist our Communications Director and Digital Organiser to roll out our communications strategies, including drafting copy for a range of communications and campaign activities, assisting with digital advertising management and moderation, developing content and capturing assets at events as required.

The role is part of our election communications team and will report to The Greens (WA) Communications Director. The role is covered by The Greens (WA) Agreement 2017. The Greens (WA) office is based in Perth.

Commencement Date: 19th October 2020

Conclusion Date: 19th March 2021

Workload: 1.0 FTE, contract position

Salary: Project Support 1 (\$69,137k)

Line Manager: The Greens (WA) Communications Director



Primary Responsibilities:

- Draft copy for emails, SMS, website, media releases, social media and online marketing
- Assist with posting and managing community on The Greens (WA) Candidate Social Media pages.
- Training and supporting candidates with their social media channels to effectively communicate with voters.
- Assisting our media buyer to moderate and manage online advertising
- Create organic content and curating user-generated content.
- Capture assets (photography, video, etc.) at activities and events.
- Attend Communications team and whole team meetings as required.

General Responsibilities:

- Work alongside the WA 2021 election team to ensure delivery of statewide election goals.
- Prioritise workflows to meet the needs of the ECC, through the Communications Director
- Compile a report and recommendations for this role at the end of the election campaign for the benefit of future election campaigns.
- Work in accordance with The Greens (WA) Occupational Health and Safety Policy, the Access and Inclusion Policy, The Greens (WA) Confidential Documents Policy and other workplace compliance policies and practices.

Your Skills & Experience:

- Understanding of and commitment to Greens (WA) principles.
- Strong written and verbal communication skills.
- Experience working as a team to meet a tight deadline, under pressure.
- Experience with Facebook, Instagram and drafting action emails.
- Experience building and maintaining community both in-person and digitally.
- Experience content creation (videos, graphic) in line with established branding and messaging guidelines.

The following would also be beneficial:

- Experience in fundraising for a political, advocacy or non-profit organisation.
- Experience in campaigning for a political, advocacy or non-profit organisation.
- Experience working with volunteers.



Application Process:

Please email your resume, a covering letter addressing the selection criteria, and the details of two referees to georgia.blackburn@wa.greens.org.au

Please submit your resume and covering letter in the same file, saved as a PDF. Please name the file "Your Name - Communications Assistant Application" Applications should be received by 9 pm (WST) Wednesday 23rd September.

If you have any questions regarding the role, please direct them to the Communications Director at georgia.blackburn@wa.greens.org.au.

The Greens are an equal opportunity employer, which means we strongly encourage any interested and qualified parties to apply – we don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.