

TASMANIAN GREENS

ENGAGEMENT & COMMUNICATIONS OFFICER

Position Description

The Position

The Tasmanian Greens are looking for a passionate, organised and experienced person for our Engagement and Communications Officer. The successful applicant will work directly under the Party Manager to engage with Tasmanian Greens members, volunteers and supporters to increase capacity within the party and maintain momentum outside of and during election periods.

The position is based in the Tasmanian Greens office in Hobart.

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| Salary | \$65 000 (<i>pro rata</i>) 11% superannuation | Award | Clerks- Private Sector Award 2020 |
| Start Date | ASAP | End Date | 12 month contract |
| Hours | 22.8 hours per week | Reports to | Party Manager |
| Probation Period | 3 months | Location | Hobart |

Primary Responsibilities

In this role you will:

- Assist with the onboarding and retention by onboarding new members and volunteers and providing support to Branches and Member Groups.
- Support the Tasmanian Greens to meet fundraising targets including assisting with the delivery of fundraising events and major donor relationships.
- Write and send engaging member and volunteer email communications.
- Design engaging content across various platforms including the Tasmanian Greens website and our social media channels.
- Be the face of the Tasmanian Greens office at the reception desk and greet and respond to in person, phone and email enquiries.
- Assist the Community Organiser with volunteer training and voter contact activities when needed.

Selection Criteria

- **Values alignment:** Commitment to the Greens policies, charter and core values: ecological sustainability, grassroots participatory democracy, social justice and peace and non-violence - and a passion for our movement.
- **Outcomes-driven:** Demonstrated experience in solving problems, meeting goals and achieving results under time pressure.
- **Communications & Digital Media experience:** A proficient copywriter and storyteller, with experience in creating engaging communications across both email and social media channels
- **Team work/relationship management skills:** Experience in working in various teams, including working well with others, having a friendly attitude in difficult conversations and an openness to build the capacity of others.

Desirable Skills and Experience

- **Systems experience:** Experience using systems such as contact databases and mass email tools, including Drupal, CiviCRM and Rocket (or similar).
- **Digital media:** Management of social media platforms and basic design skills using Canva or Adobe
- **Events management:** Experience in organising fundraising or volunteering events

Applications

For a confidential discussion about this position, please contact the Party Manager, Debra Rees partymanager@tas.greens.org.au or 0427 334 858

To apply please email your application as one single PDF document to partymanager@tas.greens.org.au. Please include a cover letter of no more than two pages addressing the selection criteria and a resume of no more than three pages with contact details of two referees.

Applications close Friday 6 October 2023