

POSITION DESCRIPTION

Communications Coordinator – Part-time

ORGANISATIONAL OVERVIEW
<p>As the international development organisation of the Australian Jesuit Province, Jesuit Mission works with our most vulnerable sisters and brothers overseas, empowering them to live full and free lives. We partner with local Jesuits and companions in Asia and Africa to provide a range of support and training programs, including life-changing education programs for girls and boys; healthcare and livelihood training to some of the world's poorest communities; support to vulnerable individuals through pastoral care, and emergency relief to communities affected by disasters.</p>
ORGANISATIONAL VALUES
<ul style="list-style-type: none"> • Welcoming: forming strong, faithful relationships • Discerning: being reflective and strategic in all we do • Courageous: standing up boldly to effect change
ORGANISATIONAL RESPONSIBILITIES
Positive Working Relationships
<ul style="list-style-type: none"> • Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its values • Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit ministries • Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner
Respect
<ul style="list-style-type: none"> • Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability • Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed
Quality Assurance and Continuous Improvement
<ul style="list-style-type: none"> • Attends relevant meetings, workshops, conferences and training, as required • Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions • Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way • Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

PART 1: POSITION SPECIFICATIONS

POSITION STRUCTURE

Reporting structure:	Reports to	Communications and Fundraising Manager
Team Unit:	Works alongside	Philanthropy Coordinator

POSITION OBJECTIVE

The Communications Coordinator is responsible for building the profile of Jesuit Mission through planning, producing and promoting high quality, relevant, timely, branded and Mission-centered publications, stories and materials across a range of print, digital, social and other channels for a range of stakeholders.

POSITION SPECIFIC RESPONSIBILITIES

KEY ACCOUNTABILITIES	KEY TASKS
Publications, story-telling and promotions	<ul style="list-style-type: none">• Work with the Communications and Fundraising Manager to develop an integrated communications strategy that plans for growth in reach and engagement across print, digital, media, social and other channels• Coordinate and source Jesuit Mission story-telling and content production opportunities to cover the breadth of our work, our supporters and our community for a variety of publications and formats• Build the profile of Jesuit Mission through developing relationships with Jesuit, Catholic, local and regional media and submitting stories for consideration• Plan and produce all Jesuit Mission communications materials including newsletter, annual report, publications and marketing collateral• Manage Jesuit Mission digital presence including website, social, eDMs, videos, ads, SEO and content integration on other websites• Collaborate with parishes, schools and other Jesuit stakeholders to promote and highlight the work of Jesuit Mission• Provide marketing support to staff including letters, ads, flyers, briefs, presentations, speeches, stationery, and signage• Coordinate external suppliers for print, production and digital development• Provide communications and promotional support for community engagement and Jesuit network events

Planning, systems and file management	<ul style="list-style-type: none"> • Develop, implement and measure the impact of a Jesuit Mission multi-channel communications program • Support preparation and management of project plans and budgets for all activities • Ensure adherence to the Jesuit Mission brand, language and communications guides across the agency • In collaboration with Communications and Fundraising Manager develop policies and procedures for communications programs. • Develop and maintain a library of story-telling (images, video, stories) assets for multi-channel use • Support development of relationships with international Jesuit communications professionals • Maintain office templates and stationery and ensure ease of access for all staff
Compliance & Regulatory	<ul style="list-style-type: none"> • Develop, document and follow business processes and communications policies to maintain and strengthen Jesuit Mission's communications portfolio and practices • Ensure that Jesuit Mission communications adhere to Australian legislative requirements and development best practice • Stay abreast and up-to-date with best practise communications, especially in the NFP and international development sector
General	<ul style="list-style-type: none"> • Assist in the delivery of this work in accordance with the mission, strategic plan, and policies and procedures of Jesuit Mission • Actively participates in team meetings, strategic planning and attends events and functions as required

KEY COMMUNICATIONS

Internal CEO Rector Communications & Fundraising Manager International Programs Manager Philanthropy Coordinator Community Engagement Coordinator Office Coordinator Donor Services Coordinator Volunteers and Event Committees Finance Manager	External Jesuit Mission partners Jesuit Mission program participants Jesuit Mission supporters and donors, including schools and parishes Jesuit Social Ministries and services Suppliers Jesuit, Catholic and values-aligned media and publication editors
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PART 3: SELECTION CRITERIA

SELECTION CRITERIA	
Essential	
<ul style="list-style-type: none">• Minimum 5 years professional experience in communications, preferably in the NFP sector• Experience in developing, implementing and measuring communications strategies and plans that deliver on objectives within budget• Demonstrated excellence in crafting human interest stories that infuse and promote the organisation's values and mission, and connect with target audience groups• Solid publication management experience across a range of materials, such as Annual Reports, newsletters, eNewsletters, blogs, websites, social media, special reports, appeal letters etc for promotions in a variety of channels• Solid understanding of, and experience with, digital publishing platforms and communications and multi-channel campaigns• Desktop publishing and design experience• Demonstrated collaboration skills in working with like-minded and networked agencies and media to secure promotion opportunities• A positive and dedicated person who can manage multiple projects and enjoys a challenge• An understanding of and willingness to work within the Catholic ethos• Strong interpersonal and communication skills• Excellent computer skills including the full Microsoft suite, the Adobe Creative Suite including Photoshop, and online publishing platforms	
Desirable	
<ul style="list-style-type: none">• Bachelor's degree in Communications or related fields• Understanding of best practice communications in the international development and NFP sectors• Multimedia publishing experience including video production and photography skills• Experience with Wordpress CMS and email marketing software• An understanding and willingness to promote Ignatian spirituality and Gospel values within the workplace	

Position Description updated	June 2018
Approved by	Chief Executive Officer