Position title: CV! Communications Officer

Position type: Voluntary

Minimum commitment: 1 semester

Start date: 1 Jan 2020 | End date: 30 June 2020

Hours per week: 7 hours per week (set office hours to be agreed).

Note: Additional time commitment may be required in the lead up to each semester as part of the planning and preparation process.

Disclaimer: Curtin Volunteers! (CV!) reserves the right at its sole discretion to withdraw from the recruitment process, not to make an appointment, or to appoint by invitation, at any time.

Position Dimension

Curtin Volunteers! sits within the Curtin University structure, operating under Careers, Employment and Leadership, Student Experience. We provide volunteering opportunities which facilitate personal and professional development and leadership opportunities. Volunteering opportunities vary widely and sit under the following portfolios: Culture and Communication, Environment, Health, Remote & Indigenous and Youth.

Purpose of the position

The CV! Communications Officer is responsible for creating and/or editing content used in marketing collateral.

Accountabilities and responsibilities

Planning and strategy
- Assist in the development of marketing-related strategies.

Marketing communications
- Create and/or edit content for marketing and communications for (but not limited to):
  - Social media
  - Newsletters
  - Brochures
- Assist with editing marketing content prior to publication.

Events
- Represent CV! at promotional events.
- Assist with the management of events aimed at increasing membership and brand awareness.

Program participation
- Commit to participating in at least one CV! volunteering program.

Organisational understanding
- Maintain up-to-date knowledge of CV! guidelines and procedures.
Training and development

- Attend mandatory training sessions as required.

Reporting and key relationships

The CV! Communications Officer reports to the Student and Community Engagement Officer and collaborates closely with the CV! President and Vice-President to develop marketing content. Other key relationships include:

- Manager Curtin Community Programs
- Student and Community Engagement Coordinator
- CV! Program and/or Project Leaders
- CV!’s Community Partners

Selection criteria

Essential

- Strong written and verbal communication skills.
- Familiarity with the use of social media platforms.
- Strong time management skills.
- High level of initiative.
- Demonstrated IT skills with the ability to use Microsoft Office products.
- Ability to work collaboratively in a team environment.
- Strong interest in volunteering and community service.

Desirable

- Prior experience in the not-for-profit/community organisation sector.
- Experience in developing content for use in marketing collateral.