

WRITING _____

_____ **WA.**

Position Description

Position	Communications Officer
Reports to	Chief Executive Officer
Hours	Part time, 0.6 FTE
Salary	\$45,630 + 10% super

About Writing WA

Writing WA is working between the lines to build a state of opportunity in Western Australia for writers, publishers and other practitioners in the writing sector – not just for the benefit of practitioners themselves, but for the immense social value that great writing brings to individuals and communities.

Through a diverse program of activities and services we are developing the hothouse in which aspiring, emerging and established writers can excel in both the art and business of writing.

We believe that writing should be an industry of opportunity and the promotion of sustainable professional practice for writers is embedded in all that we do.

Writing WA recognises the First Nations peoples of Western Australia as our first memory holders and storytellers. Writing WA respectfully acknowledges that it is located on the land of the Whadjuk Noongar people. We pay our respects to the traditional custodians of this Country.

Primary purpose of this position

- a) manage the delivery of Writing WA's communications services, programs and products; and
- b) support the CEO in the delivery of annual events by designing and implementing effective marketing campaigns.

Key Duties

- Plan and implement communications and marketing campaigns to promote Writing WA's annual program of services and activities, including Love to Read Local Week, Quantum Words Perth Festival and Ubud Writers & Readers Festival Perth
- Schedule and maintain content across all Writing WA social media channels.
- Coordinate book reviews, book club notes and other content for Love to Read Local newsletters.
- Prepare reports as may be required by the CEO.

- Provide communications support to other Writing WA team members as may be required.

Selection Criteria

Essential

- Minimum 3 years' recent experience specifically in a communications and marketing role.
- Strong skills/level of experience in copywriting and editing
- Strong skills/level of experience in social media communications and marketing.
- Experience in event coordination and management.
- Excellent verbal/written communication and customer service skills.
- The ability to work both independently and as part of a team, and to manage workload and deadlines with minimum supervision.
- High level of computer literacy skills.

Desirable

- Previous experience in the not-for-profit sector.
- Previous experience in the writing and publishing sector.

Conditions of Employment

- Part-time, 0.6 FTE
- Salary \$45,630
- 10% superannuation.
- One-year fixed term contract with possibility of renewal.
- Four weeks annual leave pro-rated to 0.6 FTE.
- Three-month probationary period.

To apply

Please send your CV, including 2 referees, to Sharon Flindell at s.flindell@writingwa.org by no later than 5pm on **Tuesday 4 January, 2022**.