

Living Future Institute Australia

<p>Values Courage We challenge the status quo</p>	<p>Vision <i>"A socially just, culturally rich, and ecologically restorative future" - ILFI</i></p>
<p>Inclusion We offer opportunities for all</p> <p>Inspiration We inspire new practices</p>	<p>Mission To provoke others into doing remarkable things and show the world what good looks like in building, community, and organisational development.</p>

POSITION DESCRIPTION

Title	Digital Content Officer
Relationships	The Digital Content Officer reports to the Chief Executive Officer (CEO) and would also work closely with the Technical Officer, Marketing Committee and Biophilic Design Initiative Advisory Panel.
Key responsibilities	<p>Primary Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Maintain and update the LFIA website content (WordPress), including event listings, forms, case studies, blogs etc. ● Assist with implementing the communications strategy and content calendar. ● Create and publish posts on LinkedIn ● Liaise with external stakeholders for paid digital campaigns. ● Plan, design, source, and curate marketing content for newsletters (Mailchimp), social media, and event collateral. ● Assist in the delivery of ad-hoc materials such as Annual reports and presentations.

	<ul style="list-style-type: none"> ● Assist with internal and external communications, including to members, volunteers, working group members, sponsors and other stakeholders as required ● Assist with the planning, organisation, and delivery of events ● Maintain membership and contact databases ● Assist with the day-to-day operations and administration of the organisation ● Support and prepare for Board Meetings ● Attend internal and external meetings as required ● Fulfil other tasks as requested.
Desirable Skills	<ul style="list-style-type: none"> ● Experience with WordPress - very highly regarded ● Experience in marketing and communications ● Experience in content creation (copy and design on Canva) ● Experience with Google workspace, Mailchimp and Planoly ● Strong interest in sustainability
Offer	<p>This role is a permanent part-time role. While it has the potential to expand in future, this position is offered initially as:</p> <ul style="list-style-type: none"> ● Part-time, 4 days per week ● Ideally Sydney or Melbourne based, however would consider anywhere on Australia's east coast for the right person ● The salary range is \$76,000 - \$80,000 FTE + super <p>The position allows for flexible working arrangements and the employee will work from home for the foreseeable future.</p>