



Job Vacancy

Role: Communications officer - Social and Digital Media – full time

Location: Flexible, Multi-site, Hawthorn and Richmond, currently working from home

Contract (12 months), full- time

From early times, Jesuits have seen the potential for communications in spreading the Word of God. Australian Jesuits have a deep involvement in media, with print and online publications and podcasts, focused on faith and spirituality, religion, culture, politics, the arts, education and social justice. They serve in key leadership roles in Catholic media and appear in the secular media as commentators within their respective areas of expertise.

In the Australian Jesuit Province, we value being welcoming, discerning and courageous. Those who work within the Province, both Jesuit and lay, share the Ignatian vision of faith through service and the promotion of justice.

An exciting opportunity awaits - to join our passionate and dedicated team as a **Digital and Social Media Communications Officer**.

Position Objective

To implement and contribute to the development of the Social and Digital Media strategy for the Australian Jesuits in accordance with:

- the Jesuit mission;
- the Communications and Strategic (Apostolic) Plans of the Province

Primary Responsibilities

The primary responsibilities of this role are to:

- manage the website
- manage social media channels – posts, shares, responses to comments and messages and community management in accordance with the Social and Digital Governance Framework
- create imaginative and engaging multimedia content for these channels to support the strategic plan
- prepare, write and distribute e-newsletters
- develop and update the Social Media Content Strategy and Program – including potential expansion into new channels and platforms
- develop and implement social media campaigns
- grow social media audience size and engagement to drive awareness raising and change
- measurement and reporting

Professional Experience

To be successful in the role you will ideally have between 2-4 years social and digital content generation /management experience, including design, management and implementation of effective digital communications campaigns to grow and engage with new audiences.

Key Attributes.

We are looking for a self-starter with the ability to work collaboratively and effectively manage competing priorities, proven networking and stakeholder engagement experience and a demonstrated desire to work for a purpose-driven organisation.

An interest in news and current affairs and an appreciation of how issues important to the community impact faith-based organisations, the Catholic Church and the Society of Jesus (Jesuits) will serve you well in this role.

Creativity across a range of communication forms, be they written, visual, video, audio, artistic, and a growth mindset with a desire to acquire new skills.

Multimedia skills including film and audio recording and editing.

An exceptional writer and editor, you will be conversant with web (including basic HTML) and content management systems with in-depth understanding of social media platforms and publishing tools.

To round out your background you will need demonstrable capabilities in search engine optimisation and using social and digital media tools including analytics.

A familiarity and/or interest in the Jesuits and their mission will be key to your success in this role.

In return you will have the opportunity to work as part of a dynamic and respected team in an organisation that has a long and rich history of working with those at the margins of society and is committed to your ongoing personal and professional growth and development.

Child Safety

The Australian Province of the Society of Jesus is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

For a copy of the full position description please email, recruitment@sjasl.org.au. If you are interested in applying for this role, please e-mail an application letter and your resume to recruitment@sjasl.org.au.

Applications close Monday 27 July 2020