



OCEANWATCH  
AUSTRALIA

## Events & Communications Officer

Salary: \$65k p/a (pro rata) ex super, 3 days per week

Location: Pyrmont, Sydney

Contract: 18 months (with possible extension)

**We have a fantastic opportunity for a talented individual who is passionate about creating great events, and has a flair for social media and to make her/his mark for a vibrant national charity working with the marine/seafood community.**

**How to Apply:** Please check out the Selection Criteria at: [oceanwatch.org.au/jobs](http://oceanwatch.org.au/jobs)

If you are interested in this exciting opportunity ***please submit your resume and a cover letter which details how you satisfy the key duties and responsibilities and our selection criteria*** via email to [ocean@oceanwatch.org.au](mailto:ocean@oceanwatch.org.au) by 5:00pm on Wednesday 13<sup>th</sup> February 2019.

It is expected that interviews will take place at our head office in Pyrmont on the 19<sup>th</sup> and 20<sup>th</sup> February 2019.

**Please note: Only successful applicants will be contacted.**



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# RECRUITMENT

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**We have a fantastic opportunity for a talented individual who is passionate about creating great events, and has a flair for social media and to make her/his mark for a vibrant national charity working with the marine/seafood community.**

We are a national, marine environmental not for profit, recognised and supported as the marine Natural Resource Management organisation by the Australian Government. Since our establishment in 1989 OceanWatch has made great strides to improve the environmental practice of those who work on water. Our work helps protect threatened marine species, assist fishers reduce their by-catch, and introduce sustainable technologies and restore important marine habitats.

We are looking for a creative Events & Communications Officer who would be responsible for supporting the OceanWatch Australia team in the delivery of project-linked events, and general communications, including website content development, newsletter creation and social media activities.

### Key Duties and Responsibilities:

- Develop and manage a social media communications programme;
- Plan, implement and manage community/industry events linked to current projects;
- Review, collate and develop copy and graphic design for internal and external;
- Distributions e.g. e-newsletters, website, social media, invitations, marketing material, etc.;
- Assist the team manage enquiries from members, stakeholders and community;
- Assist with the preparation and distribution of written and graphic communications that require a high level of research, liaison, writing skills and collaboration with internal stakeholders;
- This position reports to the CEO.



## Selection Criteria

### Qualifications:

- A degree (or progress towards) in Communications, Marine/Environmental Management, and/or a related field
- or an equivalent combination of relevant experience and/or educational training

### *Knowledge and Skills: Essential*

- Well-developed written and presentation skills, social media communication skills, networking
- Excellent organisational skills
- Demonstrated capacity to manage multiple priorities within tight deadlines
- Familiarity and appreciation for marine environmental issues and/or Australian seafood
- Knowledge / experience of Wordpress and website development

### *Knowledge and Skills: Desirable:*

- Familiarity and experience with environmental work
- Interest in marine matters
- Passion for sustainable seafood

### *Personal Qualities:*

- Enthusiasm and creative flair for communicating environmental messages
- Ability to show initiative, be adaptable, plan and meet deadlines
- Ability to work independently where required and accept responsibility for work tasks
- Ability to achieve both individual and team objectives.

### *Salary/Terms:*

\$65k p/a (pro rata) ex super, 3 days per week – 18 month contact.

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