

## **Position Description: Communications Officer**

- Reports to:** Ministry Operations Director
- Term:** Maternity Leave Contract (Six months) / Part time role (15 hours per week)
- Location:** Burleigh Heads (flexible)

We are looking for a highly competent individual who would enjoy being an integral part of the INC team, assisting with developing and managing the communications of the INC Office to our pastors, churches, ministries, and many other stakeholders.

### Key Responsibilities:

- Management of INC & Global Care's social media platforms (including planning and developing content and responding to stakeholders)
- Planning, designing and sending emails through INC's CRM
- Content development and copywriting for major projects such as INC's Annual Report, policies and manuals, fundraising initiatives and more
- Content management on other communication channels such as INC's website and internal portal

### Role Requirements:

- Active church member within INC and strongly aligned to the values of INC
- Experience managing multiple communications and projects across a variety of channels including bulk and targeted emails, social media content, web, etc.
- Strong copywriting and communication skills
- Exemplary organisation and time management skills, including outstanding attention to detail
- Ability to show initiative and work both independently and within a team
- Communications degree and/or relevant experience in a communications role
- Experience with CRMs, website design and Mailchimp highly desirable
- Photography and Graphic Design skills highly desirable

To apply, please send a cover letter and resume to [bhamilton@inc.org.au](mailto:bhamilton@inc.org.au). Applications close COB Wednesday 12<sup>th</sup> May 2021.

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