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# Communications Officer

(Pilbara - Casual/Project role)

Application Package

# POSITION DESCRIPTION.

## Communications Officer

HOURS	Approximately 10 hours per week, based on the needs of the project. Flexible hours.
POSITION	Casual, project terms
COMMENCING	May 2024
LOCATION	Pilbara (Tom Price preferred but not essential)
REPORTS TO	Director, Dominique Monteleone
DIRECT REPORTS	Nil

## Summary

This newly created position offers an exciting opportunity for an innovative communicator to guide the development and delivery of corporate and client communications, marketing and social media strategies. Use your copywriting and editing skills, and creative content abilities to generate high-quality corporate and client comms across websites, e-news, reports, presentations, social media and more. Produce meaningful, high impact messaging and content for different audience groups.

Reporting to the Director, you'll be part of a multi-faceted consultancy working in tourism, events, arts, sport, health and more across government and not-for-profit sectors. You'll play a key role in the communications servicing and operations of all our projects.

## About Us

We customise nimble and agile solutions across *strategic planning, community engagement, capacity building training, and communications and campaigns.*

We help government, businesses and communities to improve programs, services and decision making. This includes guiding and supporting them to identify their strengths, needs and aspirations, improve sustainability and increase their capabilities.

We're not just consultants, we're part of the local community, collaborating to enhance connections, promote inclusivity and increase social, cultural and economic wellbeing.

Our **purpose** is to develop and enrich social, cultural and economic outcomes, creating vibrancy in the places we live, work and visit.

We have a print-free and paperless approach, so we operate completely digitally. This is our commitment to lowering our greenhouse gas emissions and reducing our carbon footprint.

*Our Tom Price office is our Pilbara hub and we have a South West office in Dunsborough.*

# THE POSITION.

## Communications Officer

We're committed to recruiting and retaining the right people and creating a great place to work. We offer our employees real careers, real impact, and real rewards.

**Position** - Casual, approx 10 hours per week based on project needs, flexible hours

**Location** - Pilbara based, working from home

**Hourly Rate** - From \$45 per hour, based on experience

**Superannuation** - 10.5%

**Other** - \$2 per hour tools of the trade allowance (for own laptop and mobile phone)

**Development** - Learning and development opportunities, training and conferences

## About the Role

Use your creative writing skills to deliver meaningful messaging, media and marketing content. You'll produce and deliver various types of communications to engage different audience groups, including local community, stakeholders, clients, general public and visitors.

You're highly organised and solutions focused, along with having a positive and enthusiastic outlook. You're someone who can be briefed on the big picture and initiate results.

## Key Accountabilities

- Develop effective and high impact copywriting for websites, newsletters, brochures, social media, advertising and more
- Contribute to project communications including corporate plans, reports, presentations, letters, stakeholder updates, key messages, FAQ's and agendas
- Prepare and disseminate media releases
- Develop and maintain media and stakeholder databases
- Assist with community, stakeholder and visitor surveys
- Manage social media content, scheduling and engagement
- Measure and report on the effectiveness of our communication channels, methods and tools.
- Assist with developing our communications strategy and corporate brand
- Support project planning including administration, scheduling and organisational processes
- Undertake minor graphic design tasks in Canva
- Other tasks as applicable

## Skills and Experience

- Tertiary qualifications in a relevant discipline
- 3+ years' experience in communications, marketing, public relations, journalism or copywriting
- Exceptional writing and editing skills and the ability to develop a range of communication requirements for multiple audience groups
- A fun and creative storytelling nature to present information in a compelling way
- High level PC computer skills and digital literacy, particularly Microsoft 365
- Proficient design skills in Canva, Facebook, Instagram and LinkedIn
- High attention to detail and well developed organisational, administrative, and time management

# TO APPLY.

## Other Requirements

- You must live residentially in the Pilbara, accommodation is not provided
- A valid working visa, or be an Australian citizen or permanent resident
- Provide a current National Police Certificate issued by the Western Australia Police that is no more than 12 months old (successful candidate only)

## How to Apply

Clearly outline why you're the ideal candidate, by addressing the key accountabilities, skills and experience as well as other requirements. Submit a 2 - 3 page CV by 31 May 2024 to [hello@wickedstrategies.com.au](mailto:hello@wickedstrategies.com.au). No cover page is required.

To become part of our team, it's just as important to align with our values as it is to meet our selection criteria. Our purpose, priorities and approach are part of who we are and are demonstrated in the way we work - <https://www.wickedstrategies.com.au/>

We're committed to ensuring everyone that interacts with us feels safe and is able to bring their whole selves, being welcomed with equity, dignity and respect. We understand we must include, listen, and reflect in order to build trust, connect, and partner. We celebrate individuality and are guided by the stories and journeys of the communities in which we live and work.

We welcome people with diverse skills, experiences, perspectives and backgrounds and encourage applications from Aboriginal or Torres Strait Islander peoples, and individuals who may identify as LGBTIQ, with disability, a culturally and linguistically diverse background, and people of all ages.

## Please note

Shortlisting will commence immediately and the role will close as soon as a suitable candidate is appointed.

Only short-listed applicants will be contacted. If you aren't short-listed, we extend our appreciation for considering Wicked Strategies as a potential employer.

For further information or assistance in applying, please contact the Director, Dominique Monteleone on 0408 955 323.

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# Wicked Strategies

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