

## Position Description: Communications Assistant

Position Details	
<b>Position</b>	Communications Assistant
<b>Team</b>	Commercial/Communications
<b>Reports to</b>	Manager (Communications)
<b>Direct reports</b>	nil

Position Summary
<p>The Communications Assistant role is ideal for someone starting out or early in their communications / marketing career. The Communications Assistant will play an important role supporting the Commercial/Communications team and the operational goals of Independent Schools Queensland.</p> <p>The role requires a confident 'go getter' who can gather information from various sources to be collated and disseminated for upload into CMS, CRM, events and online learning systems. The position will require some creative writing skills to develop emails, event summaries, social media ads, reports and promotional brochures. The position will also assist the events team with registrations and events admin.</p>

Relationships	
<b>Key internal relationships</b>	Business Development Executive, Manager (Communications), ISQ managers and staff
<b>Key external relationships</b>	ISQ members

Responsibilities
<p>The Communications Assistant is responsible for, but not limited to:</p> <p>Supporting the Communications Manager by undertaking the following:</p> <ul style="list-style-type: none"> <li>• Collate and layout approved content through ISQ's electronic direct mail (eDM) – using Microsoft Dynamics Marketing – for weekly corporate eDMs, schedule emails, create and manage email lists and update monthly analytic report (training will be provided).</li> <li>• Ongoing content updates of the Independent Schools Queensland (ISQ) website and Member Hub using the Umbraco CMS and Sharepoint. This role supports staff with content updates and is proactive to ensure webpages are timely and functional at all times.</li> </ul>



- Layout and format documents and collateral including handbooks, workbooks and programs using Microsoft Word.
- Assisting with the coordination, editing and reviewing ISQ corporate communications materials when required.
- Assisting with the implementation of the social media strategy including content writing, advertising, posting for corporate Twitter, LinkedIn and Facebook platforms, liaising with staff for social content including photographs, and organising graphics.
- Developing, initiating, implementing and maintaining effective administrative procedures and systems that adhere to organisational requirements and meet deadlines in a timely manner. This role requires a basic use of Microsoft Office 365.

Supporting the Commercial/Events teams by undertaking the following:

- Support for the Events team including administration support, data entry, and supporting events held onsite and at external venues.

Other duties as directed from time to time.

## Requirements

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proficient in using Microsoft Office (Word, Excel and PowerPoint)</li> <li>• Experience in creating email campaigns via an email marketing platform (Microsoft Dynamics Marketing)</li> <li>• Experience in using a Customer Relationship Management (CRM) software (ideally experience with Microsoft Dynamics)</li> <li>• Microsoft 365 experience (SharePoint and Microsoft Teams)</li> <li>• Content Management System (CMS) experience (ideally experience with Umbraco)</li> <li>• Social media experience</li> <li>• Creative writing experience</li> <li>• Event management experience (registration, food, beverage and audio-visual management).</li> </ul>
<b>Qualifications and licenses</b>	<ul style="list-style-type: none"> <li>• nil</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills and the ability to prioritise different responsibilities</li> <li>• A pro-active approach to identifying and completing tasks</li> <li>• Well-developed written and oral communication skills</li> <li>• A strong attention to detail and accuracy</li> <li>• A positive and professional work ethic</li> <li>• The ability to liaise with members, internal staff and other key stakeholders</li> </ul>



	<ul style="list-style-type: none"><li>• The ability to work as part of a team and to work unsupervised when required.</li></ul> <p>Desired skills</p> <ul style="list-style-type: none"><li>• Event Management Registration System experience, ideally Microsoft Dynamics or Events Air</li><li>• Experience in working with Power BI</li><li>• Experience in working with Moodle</li><li>• Graphic design experience, ideally Adobe InDesign, Photoshop and Canva</li><li>• Podcasting, photography and/or video editing experience.</li></ul>
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APPROVED BY:  
DATE: