



Communications Worker

About the Role

BANC has an exciting opportunity for a marketing professional to join our team. You will be responsible for the promotion of BANC to the community, as well as the development and execution of membership strategies and fundraising initiatives. This will include:

- Creating brand awareness of BANC including local media presence, special events, social media and advertising;
- Delivering communication strategies;
- Managing BANC publications;
- Developing fundraising proposals;
- Developing membership of BANC.

Selection Criteria:

- Tertiary qualifications in marketing, communications or related disciplines OR Minimum 4 years practical *strategic* marketing experience;
- Excellent interpersonal skills with ability to engage with a variety of people;
- Excellent computer skills, including MS Office software;
- Copy writing skills with strong knowledge of social media;
- Strong project management skills;
- Attention to detail;
- Good general knowledge about the Upper Blue Mountains, local businesses and our community culture;
- Photography and graphic design skills are highly desirable.

Terms and Conditions:

10 hours per week at \$50 per hour. The position will be engaged for 50 weeks per year to a total budget of \$25,000.

The applicant will report to the BANC Operations Manager and is expected to work from their own base. Most work will be completed online but the applicant must be available to attend meetings in Blackheath as required.

Primary Duties:

Membership (high priority):

- Recruitment
- Benefits
- Annual Report
- Annual General Meeting

Communications/Promotions:

- Website and social media
- Brochures, cards, fliers
- Signage
- Advertising
- BANC newsletter
- Staff newsletter
- The Big Fix partnership

Fundraising:

- SMARTENUP fundraising
- Donations