

Position Description – Communications Officer

Join the Melbourne Development Circle's team as a Communications Officer; maintaining and building connections with our audiences and providing communications support to The Development Circle's activities.

Communications Officers are integral to the effective running of Melbourne Development Circle and will support the delivery of events. The purpose of this role is to assist with marketing, PR and events, with a remit that crosses with audience communication, and administration. You will be building on existing communication activities with scope to grow our engagement while working as part of the communications team, under the leadership of the Communications Manager.

MDC Background

MDC is an incorporated association that aims to develop cross-sectional relationships within the development sector in Melbourne. Our goal is to create "an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals". How we seek to achieve this goal is outlined in our [Theory of Change](#) and supported by a team of volunteers, students, and international and community development professionals.

About You

- You share our commitment to creating positive social, economic, environmental and cultural change
- You are proactive and very organized, with excellent written and oral communication skills
- You have experience in marketing or communications either in a professional or voluntary role or have a strong desire to learn and a passion for communications
- You are tech-savvy with experience using communications and social media platforms to engage audiences, like MailChimp, Facebook and LinkedIn
- You enjoy working as part of a dynamic team, are flexible and fun.

Key Responsibilities

Organisation Support

- Contribute ideas to improve MDC's marketing, PR, partnership and event communications;
- Support the development and implementation of strategic and operational communications and engagement plans to support MDC to achieve its objectives;
- Assist in updating The Development Circle website as needed and coordinate general external communications on behalf of MDC and The Development Circle.

Events

- Work with MDC Event Leaders to understand communication requirements and the timeline for their event and deliver their communication plan;
- Promote events through MailChimp and social media;
- Assist in updating The Development Circle website with resources pre and post-event.

Terms

12-months minimum commitment and handover/onboarding of new Communications Officers at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

Time commitment

- Up to 8-10 hours per month to undertake the work of the role
- Monthly meetings with the Communications team (1 hour)
- Annual planning meeting (half a day, 2 hrs prep)
- Annual General Meeting (1.5 hrs, 2 hrs prep)
- Regular attendance at and assistance with running (where appropriate) MDC events.

MDC is a working voluntary committee, which means the individuals in the team may also be carrying out the activity of the group. There is no obligation on position-holders such as the Communication Officer to lead an activity in addition to their role and key responsibilities, however, that option is open to the incumbent should they wish to get involved.

Application details

To Apply

Email the MDC Leadership team melbourne@developmentcircle.org with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a phone call with a member of the team.

Following this, we will arrange a coffee meeting with either MDC Communications Manager, Kristy Tong, or other committee members.

If your application is accepted you will be contacted by a Leadership Team member with a confirmation and next steps for onboarding.

As soon as practical we will arrange a meeting with the rest of the team so you can get to know everyone - either at an upcoming event or over a meal.