

Job Title:	Communications and Research Officer	Job Category:	
Location:	Remote - Australia	Travel Required:	No
Starting Salary Range:	In line with the award	Position Type:	Contract
Hours:	7-14 per week	Reports to:	President
Contract Period	1 year	Last reviewed:	28/04/22

Background:

Climate change is as much of a communications problem, as it is a scientific challenge.

Comms Declare is a movement of communications professionals committed to changing the narrative about climate in the industry and Australian public.

The organisation campaigns for an end to the promotion of high-emissions products, such as coal, oil and gas.

It is launching a new campaign for tobacco-style bans on fossil fuel advertisements and is looking for help with digital communications and research.

The successful applicant will work directly with the organisation’s President and Creative Director, on design, writing, campaigning, research and marketing strategy.

Current university students or graduates seeking part-time work are encouraged to apply.

Roles and Responsibilities:

Communications

- Help implement multi-platform communications strategy
- Create and post social media assets in line with the brand
- Create supporter newsletters
- Write website copy

Research

- Conduct research into relevant topics including advertising practices, government legislation and high-emission products
- Write research briefs and reports
- Fact checking

Other Duties

- Ensure activities are coordinated
- Ensure compliance with all safety and OH&S requirements
- Act to maintain and improve systems and processes
- Manage workloads and escalate when required
- Administration tasks as required
- Other tasks as directed by the President or Creative Director

Skills and Capabilities:

- Proven ability to create high quality, accurate and engaging content in line with brand guidelines
- Proven ability to create strong visuals and videos for social media and media
- Proven ability to track, measure and report on content effectiveness
- Experience using content management systems, social media scheduling tools and/or customer databases
- Ability to write engaging copy for a range of platforms
- Ability to use online and primary sources
- High detail orientation
- Knowledge and interest in climate change, media and government policy

Apply ASAP via hello@commsdeclare.org