**POSITION DESCRIPTION**

**Position Title:** Communications Co-ordinator

**Organisation:** Community Housing Industry Association Victoria

**Work Location:** 1/128 Exhibition St Melbourne

**Employment Type:**  Part time, 0.6 EFT subject to funding

**Salary Range:** To be negotiated

**Position reports to**: Chief Executive Officer

# Community Housing Industry Association Victoria (CHIA Vic)

The Community Housing Industry Association Victoria (CHIA Vic) is the peak body representing not-for-profit community housing organisations in this state. Our role is to advocate on behalf of our members to government and other relevant bodies, as well as providing advice, resources and training to the community housing sector. Community housing in Victoria is provided by a large and diverse range of not-for-profit organisations. These organisations own and manage over 20,000 tenancies in Victoria across the regulated and independent sectors.

# CHIA Vic Vision and Mission

**Vision**: A thriving Victoria where everyone has the safety, security and dignity of a home - the foundation of opportunity.

**Mission**: To lead and enable a diverse and dynamic community housing sector that is integral to the housing system.

For more information on our values, please visit [chiavic.com.au](https://chiavic.com.au/resources/energy-efficiency-projects/)

# Position Summary

This position is responsible for the quality and effectiveness of CHIA Vic’s communications with members, Government, the media and other stakeholders. The position will coordinate and deliver key communications to increase awareness and improve the recognition and reputation of the community housing sector in line with the vision and mission of CHIA Vic.

# Hours of Work

24 hours or 3 days per week

# Start Date

As soon as possible.

# Key Tasks

CHIA Vic Communications

* Lead production of CHIA Vic’s communication materials including the CHIA Vic monthly ebulletin, CHIA Vic Annual Report, Sector Bulletins, brochures and promotional material
* Contribute to the development and delivery of communication strategies for events, forums and policy submissions.
* Copy edit CHIA Vic publications
* Contribute to developing CHIA Vic’s advocacy strategies including the development and implementation of campaigns.
* Engage and liaise with CHIA Vic members and their communications staff to develop story ideas and to ensure consistency in messaging.

CHIA Vic online

* Manage website content.
* Manage CHIA Vic website refresh with a focus on user experience and navigation.
* Management and regular updates of all social media (Facebook, Twitter and LinkedIn).

Media Communications

Work under the guidance of the CHIA Vic management group

* Monitor media and advise on reactive media opportunities.
* Develop and pitch proactive media opportunities.
* To support the writing and distribution of media releases and op-eds.

# Required Skills and Attributes

* Extensive experience in copywriting within a Public Relations, Journalism or Communications role.
* Ability to develop digital communications including HTML coding, utilising website content management applications and a working knowledge of graphic design applications.
* Strong knowledge and understanding of social media.
* Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a small team.
* Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.
* Commitment to social justice and the mission and vision of CHIA Vic.
* Knowledge of community housing and homeless services and local government and/or the development sector is highly beneficial, but not a requirement.
* Previous experience in media relations is also beneficial but not essential.

# Qualification Requirements

No specific qualifications are required.

# General Conditions of Employment

* Remuneration will be commensurate with experience and qualification/s.
* Salary will be negotiated with the successful applicant and employment conditions are under the Social, Community, Home Care & Disability Industry Award 2010.
* Salary packaging outside of superannuation is available.
* Pre-employment checks may include a requirement for proof of identity, evidence and currency of qualifications, driver's license and other relevant personal documentation.
* Referee checks on at least two independent referees will be conducted prior to an offer of employment.