



Position:	Digital Coordinator
Type:	Full-time, 2-year contract, ongoing subject to funding (part-time considered for the right candidate)
Team:	Communications and Engagement
Reports to:	Director, Communication and Engagement
Remuneration	Total package \$93,000/yr including 11.5% super
Location:	Remote

About OzFish

OzFish is an Australian conservation charity dedicated to restoring and protecting Australia's waterways. It supports recreational fishers to support them to take action for the health of their waterways – and shore up the future of the sport they love.

OzFish partners with government, and other organisations, and works with the broader community to invest time and resources into the restoration of our waterways and fish habitats, counteracting decades of degradation and bolstering Australia's aquatic life for better waterway health – and better fishing.

Team Overview

The OzFish Communications and Engagement team is responsible for delivering all communications, content, campaigns, media, and publications to support the initiatives, advocacy and work and aims of OzFish.

Position Purpose

The primary purpose of the Digital Coordinator is to support OzFish through the delivery of timely and high-quality web and digital communications and marketing projects and services.

OzFish Unlimited

P: 1800 431 308 | E: info@ozfish.org.au | PO Box 446 Ballina NSW 2478

ABN: 29602568696





Key responsibilities:

- Lead the maintenance and updating of the OzFish website, including new website pages.
- Electronic Direct Mail (eDM) development and contact list maintenance to support all areas of the organisation (i.e., newsletters, events, strategic projects).
- Provision of timely, high-quality service for promotion of events on the OzFish website, social media channels and relevant member communication channels, in accordance with internal policies and processes.
- Act as the key point of contact and subject matter expert for digital and web-based tools (such as Monday.com, WordPress, SupporterHub, Dropbox, G Suite/Analytics as they relate to the completion of project tasks).
- Contribute and implement ideas and strategies to enhance digital communications with OzFish Members.
- Ensure brand guidelines for all digital channels are consistent and adhered to.
- Support the improvement and implementation of systems, policies and processes to ensure compliance and best practice in brand, advocacy, reputation and events management, and publications production in collaboration with relevant teams.
- Other responsibilities as delegated by management, within the scope of this position.

Qualifications:

A bachelor's degree or higher in communications, marketing or a related discipline or relevant equivalent experience.

Key skills:

- Proven experience working in related role, with a thorough understanding of digital communications, including use of website CMS and plugins (WordPress preferred), EDM software, SharePoint and Microsoft Office programs.

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- A thorough understanding of email marketing services and digital marketing (e.g. Google Ads, Facebook Ads Manager) and platforms (e.g. Google Analytics).
- Strong verbal and written communication skills with high-level skills in writing for the web and in plain English, and a high attention to detail.
- Demonstrated ability to work collaboratively and manage interactions with internal and external stakeholders to deliver quality services and successful outcomes.
- Proven experience delivering a range of communications and marketing projects in a not-for-profit or membership-based setting.
- High level of self-motivation, organisation and initiative, including the ability to work both independently and in a team environment to manage competing priorities.

Desirable:

An understanding of member-based organisations and/or conservation and/or recreational fishing sectors or community engagement.

Additional Information:

- This role will involve occasional interstate travel.
- A mobile phone and computer are required.

How to apply:

Submit a cover letter that addresses the key responsibilities in the position description (maximum one page) and a current CV (not more than 4 pages) to: melissahoward@ozfish.org.au.

Applications will be processed as they are received. OzFish reserves the right to close the recruitment at any point and encourages prompt applications.

Enquiries: +61 490 783 417

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