



## **Communications Officer**

**Work type:** Part time (0.6) Full time equivalent

**Location:** Sydney, NSW

**Categories:** Marketing / Communications

Are you an outstanding communicator? We are looking for an energetic and ambitious Communications Officer to lead the communications program for our 200-year-old Society dedicated to enriching lives through knowledge and enquiry.

You will be passionate about building a generational bridge between established leaders in science, social science and the arts and younger scholars who are forging new and innovative directions

### **Royal Society of New South Wales**

- A Society committed to mobilising the transformative power of knowledge, imagination and ideas
- More than 600 members who are eminent in their respective fields and committed to the future of Australia
- Work with a dynamic team in a fast-paced, rewarding environment
- Flexible hours adding up to 0.6 full time equivalent (21 hours per week)

### **Responsibilities**

The Royal Society of New South Wales Communications Officer will be responsible for assisting with three broad areas:

- developing and disseminating communications to internal and external audiences;
- monitoring and measuring media and publicity impact; and
- developing media and public relations strategy.

The role reports to the President and Webmaster and has no direct reports.

This 0.6 FTE role is on a work-from-home basis with the occasional requirement to attend events in person in the Sydney CBD.

For more detail on responsibilities and required skills and experience, please see attached position description.

Note that you must be an Australian or New Zealand citizenship or Australian Permanent Resident and have an Australian bank account. Overseas applications cannot be considered.

Please submit your CV and cover letter outlining your experience and addressing the selection criteria to [applications@royalsoc.org.au](mailto:applications@royalsoc.org.au) .

**Applications close:** 11:45 pm on Sunday 25 June 2023