



Are you passionate about the arts and working for a philanthropic organisation with a deep purpose? Do you write well and have an eye for basic video editing and graphic design?

Apply today to become the Girls from Oz Communications Assistant!

We are open to recent graduates and/or individuals wishing to develop their natural writing and video editing abilities. Girls from Oz (g-oz) is a charitable not-for-profit providing activities to Indigenous girls and young women in remote Australia that aim to expand life experiences, create connections, encourage growth in confidence, improve educational and employment outcomes and increase opportunities for those who have limited access to high quality performing arts education.

Girls from Oz is the charity partner of the Australian School of Performing Arts and this permanent part-time role is based in ASPA's Kew East Head Office. It can be undertaken over 3 or 4 days and there is flexibility with hours to be discussed and considered with the right applicant. This position is an identified Aboriginal and/or Torres Strait Islander one and Aboriginal and/or Torres Strait Islander people are encouraged to apply.

As the g-oz Communications Assistant you will:

- Report directly to the General Manager of g-oz and provide administration support to both the General Manager and the Chair of the Board, including scheduling meetings, making travel arrangements and drafting correspondence
- Prepare reports, presentations and correspondence on behalf of the General Manager and Chair
- Administer the annual Giving Circles campaign
- Ensure regular effective communication is maintained with key supporters, donors and stakeholders
- Write copy, design and send donor and supporter EDMs with the approval of the General Manager
- Prepare and distribute media releases to local and regional outlets ahead of Community and Travel Programs
- Edit footage and maintain the g-oz YouTube channel
- Utilise Adobe Suite and CANVA to develop video and photographic content for social media and other marketing collateral.
- Design promotional materials including internal communication, flyers, e-sigs and e-newsletters as requested
- Draft grant applications and acquittals, as requested
- Enjoy working in a positive and collaborative team environment

The successful applicant will have:

- Basic experience in video editing and an eye for graphic design
- Excellent written and verbal communication skills
- A high level of organisation, patience and persistence
- Some administration experience with a high attention to detail
- An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples
- Outstanding customer service skills with a bright phone manner
- A flexible 'can-do' attitude and responsive trouble shooting

Part-time permanent position including all entitlements: \$51,000 - \$56,000 full-time equivalent plus superannuation

Salary will be based on the individual's skills and experience.

If you are passionate about arts education, have an eye for graphic design, video editing and administration, send your cover letter and resume (in one document) addressed to Kylie Lee-Archer at info@girlsfromoz.org.au. Applications close Monday April 1.