

POSITION DESCRIPTION: Communications Coordinator (*Six-month contract*)

REPORTING TO: National Director

THE ORGANISATION

Aid to the Church in Need (ACN) is a Pontifical Foundation dedicated to the persecuted and suffering Church. Founded by Fr Werenfried van Straaten in 1947 as an aid organisation for war refugees, ACN is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of over 350,000 benefactors worldwide, ACN supports over 5000 projects across 140 countries each year. ACN Australia & New Zealand began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work.

THE POSITION

The Communications Coordinator uses their professional skills and commitment to the Catholic faith to help share the message of *Aid to the Church in Need*. The role leads the planning, development, and implementation of ACN's communication work in both print and digital to effectively tell the story of suffering and persecuted Christians. This role reports to the National Director and is responsible for the broad communication output of ACN Australia & New Zealand.

The Communications Coordinator should have knowledge and/or experience in marketing and communications, ideally with some experience in a not-for-profit or within the Church. Experience in websites and digital marketing would also be ideal. The Communications Coordinator collaborates with ACN staff (nationally and internationally), external stakeholders and suppliers, as well as media personnel inside and outside the Church.

The role is a full-time maternity leave fill position for six months. It is based at the national office of ACN in Penrith NSW.

KEY RESPONSIBILITIES

- Ensure that communications out of ACN Australia are consistent, engaging and strategic.
- Manage key communication channels into parishes, Catholic organisations, Catholic media and secular media.
- Ensure the ACN website is updated to reflect current campaigns and areas of focus.
- Liaise with ACNs web developers around required website fixes and developments
- Manage ACNs email database and send regular email updates
- Maintain the social media platforms (Facebook, Twitter, Instagram and YouTube).
- Liaise with publications and ACNs digital advertising agency to ensure that advertising is constant and updated.
- Communicate with parishes nationally to keep them informed through bulletin notices and/or special mailings.
- Measure engagement and responses across all areas for reporting purposes
- Assist with the content preparation of benefactor mailings and emergency campaigns
- Create and maintain a monthly website project

EXPERIENCE AND QUALIFICATIONS

- An active Catholic who faithfully lives, and can articulate, the key principles and teachings of the Catholic Church
- Familiarity with, and appreciation of, the mission and vision of *Aid to the Church in Need* and an ability to deliver upon its goals
- Experience in working within the Church and an understanding of her structures
- Tertiary degree in a relevant discipline e.g. marketing, communications etc
- Previous experience in a similar role
- Outstanding verbal, written, communication and presentation skills
- Experience with Adwords, PPC, SEO, analytics, social media and email marketing
- Confidence with website management
- Self-motivated, punctual, reliable and able to maintain confidentiality
- An ability to work with minimal supervision
- Ability to work flexibly in a small team, building effective relationships with colleagues
- Ability to manage multiple responsibilities and tasks

HOW TO APPLY

If you believe you have what we are looking for, please apply by Sunday 27 August. **Your application must include:**

- Cover letter (one page)
- Resume
- Letters of recommendation (1-2)
- Referees (2-3)

Your cover letter should outline why you want to be involved with the work of *Aid to the Church in Need* and how you fit the key responsibilities and requirements of the role. Remuneration is commensurate with experience and background. Applications should be addressed and sent to:

Mr Bernard Toutounji
National Director
Aid to the Church in Need Australia & New Zealand
director@aidtochurch.org