

Position Description: Communications Officer

Reporting to: Marketing and Communications Manager

Employment Type: Part-Time (1-2 days per week) - Fixed term contract until 31 December 2026

About Us

Aid to the Church in Need (ACN) was founded by Fr Werenfried van Straaten in 1947 as a Catholic aid organisation for war refugees. It is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of 350,000 benefactors worldwide, ACN raises over \$250 million annually and supports some 5,500 projects across 140 countries each year. ACN Australia and New Zealand began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work. The national office in Australia is based in Penrith, NSW.

About the Role

We are seeking a motivated and detail-oriented Communications Officer to support the delivery of ACN's communications and fundraising activities. Working within the fundraising team and under the direction of the Marketing and Communications Manager, the role will assist in publishing and repurposing content across ACN's website, email newsletters and social media channels, helping ensure our stories are communicated clearly and consistently to a Catholic audience.

The role would suit someone with an interest in communications, media or marketing who is keen to support an international Catholic charity with a national reach. Current university students and recent graduates are encouraged to apply.

This is a six-month fixed-term role through to 31 December 2026, requiring 1–2 days per week depending on availability. Working days will be based in our Penrith office on Tuesday, Wednesday or Thursday.

Key Responsibilities

- Post existing news stories and media releases to ACN's website
- Curate news and impact stories into email newsletters for subscribers
- Use an existing content plan to adapt and schedule posts across ACN's social channels (Facebook, Instagram, LinkedIn, and YouTube)
- Assist the Marketing and Communications Manager in creation of fundraising pages and email campaigns
- Repurpose success stories, articles and visual assets for marketing
- Assist the Fundraising and Engagement teams with ACN's annual *Red November* campaign
- Update user email communications preferences in our customer relationship management system

Key Requirements

- An active Catholic with an understanding of the teachings, ethos, and mission of the Catholic Church
- Strong written and verbal communication skills with close attention to detail
- Ability to understand and adapt content for a Catholic audience
- Well organised, reliable, and able to follow direction and meet deadlines
- Interest in communications, media, marketing or a related field (current university students or recent graduates encouraged)
- Proficient using social media platforms (Facebook, Instagram, LinkedIn, YouTube)

Desirable (not essential)

- Some exposure to writing, social media or content creation (e.g. university work, internships or personal projects)
- Familiarity with website or blog platforms (e.g. WordPress)
- Exposure to email marketing tools (e.g. MailChimp, ActiveCampaign or similar)
- Basic skills in Canva or similar design tools
- General proficiency in Microsoft Office (Outlook, Word, Teams, Excel)

What we Offer

- Opportunity to work for an international Catholic foundation with a unique mandate and mission.
- Option to salary package, which can increase your take-home pay.
- Onsite parking and walkable distance to trains and Westfield.
- Positive and faith-filled work environment; an onsite chapel with regular opportunities for prayer, Mass, and pastoral care.

How to apply

If you believe you have what we are looking for, please apply. Applications will be assessed upon receipt. Your application **must include a cover letter and your resume**. The 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:

Bernard Toutounji

National Director

director@aidtochurch.org