



## PR AND COMMUNICATIONS SPECIALIST

- Drive PR/Communications strategies across the organisation
- Coordinate new and existing projects, programs and activities
- Respond to changes and accommodate shifting priorities

This is an exciting opportunity to join a progressive national peak membership organisation for health care professionals and researchers.

Based in Melbourne CBD, you will report directly to the CEO engaging and working collaboratively with key stakeholders across the organisation. This includes the Board, professional members, health committees and special interest groups.

You will be responsible for project coordination and administration with oversight on budget and expenditure. This includes developing and implementing actions for various projects such public affairs and communications, Board and Committee Ballot, member communications, advocacy and lobbying strategies. Other responsibilities include:

- coordinating digital and traditional media engagement strategies
- managing relationships with all stakeholders and providers
- developing content and collateral for PR activities
- producing and distributing publications (annual report and e-newsletters)
- assisting CEO, and others as required with media enquiries and liaison
- preparing draft media releases and position statements
- brand application

To be successful and meet the challenges of this exciting role you will have the ability to work independently and collaboratively with others; exceptional interpersonal, written and verbal communication skills; be highly organised, resilient and proactive anticipating potential issues and addressing them before they arise. Additionally, you will have:

- Tertiary qualification in communications, marketing, PR, journalism or a related discipline
- PR & Comms experience in health, hospital, medical or membership organisation
- proficiency in MS Office Suite, a working knowledge of CMS, CRM and mail chimp
- proven track record in planning, coordinating and successfully executing projects
- Proven track record of assisting strategy and campaign development and delivery
- Ability to work to tight deadlines and manage competing priorities.

If you have strong relationship building skills; adapt to varying personality types and capability levels and enjoy bringing others to work together to meet project requirements and deadlines, this role is for you!

### To Apply

Please email a covering letter outlining how you meet the key requirements of this role along with a resume to [careers@recruitsafe.com.au](mailto:careers@recruitsafe.com.au) for confidential enquiries call Anna on 1300 277 633

To request a position description email Anna at [careers@recruitsafe.com.au](mailto:careers@recruitsafe.com.au).