

Communications Advisor

8 – 10 hours per week

Do you believe in the ability of communities to make a big difference?

Inspiring Communities hears powerful stories and examples spanning New Zealand communities of just this. We are looking for an experienced and motivated communications professional to capture, share and grow knowledge of locally led change. Preferably based in Wellington as part of a small dynamic national team this position will pay \$40 per hour for 8 – 10 hours a week, the hours are negotiable, as is the location.

Inspiring Communities – who we are

Inspiring Communities promotes and grows locally-led change. We are a team of specialists in community-led development, working with communities, government and agencies. We use our experience and expertise to mentor, broker, train and connect communities to become even better places to live, work and invest in.

How Inspiring Communities helps

- We support community-led development throughout New Zealand.
- We share stories of communities making a difference.
- We offer products and events that grow and deepen understanding of community-led development.
- We link people and places for mutual support.
- We harvest what people are learning and grow the knowledge base through research and analysis.
- We broker information, ideas and relationships between a broad spectrum of stakeholders.

The Role

We require a Communications Advisor to work closely with our Communications Leader. You will support smart communication approaches spanning a mix of social media, website, newsletter, video and other communication tools.

You will :

- Oversee the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, our Facebook page, e-newsletters, brochures, and Inspiring Communities' website.
- Generate online content that engages audience segments and leads to measurable action.
- Co-ordinate content on our webpage - ensure that new and consistent information (article links, stories, and events) is posted regularly.
- Track and measure the level of engagement within the network over time.
- Help grow our current database (Mailchimp).

- Liaise/oversee work undertaken by relevant designers and website contractors in consultation with the Communications Leader.
- Find innovative and effective ways to communicate.
- Input into team activities and projects as required.

Qualifications

You will have communications experience, covering areas such as story-telling, website content, newsletters and social media,. You will be attuned to the most effective communications tools available. The ability to take knowledge and transform it into exciting and useful stories and messages, and to disseminate it to the right audiences through the best distribution channels is critical.

- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Highly collaborative style.
- Excellent writing/editing and verbal communication skills.
- A strong track record managing a variety of tasks concurrently.
- High energy.
- Is eager to be inspired by and learn from others.
- Curiosity – looks for the 'why' and 'how' things have happened, not just the 'what'.
- Working knowledge of Mailchimp preferred but not essential.

Work Details

Reports to Communications Leader.

Works closely with Inspiring Communities team (4 – 5 staff).

Preferably Wellington based (office space in central Wellington – open to flexible arrangements).

6 month fixed term employment agreement (term may be extended subject to funding).

8 – 10 hours per week.

Salary: \$40 per hour. (negotiable for the right person)

For more information about us, please visit www.inspiringcommunities.org.nz or contact Rachel Roberts at rachel.roberts@inspiringcommunities.org.nz.