



Digital Content and Publications Officer

Link-Up (Qld) seek a passionate and skilled Digital Content and Publications Officer to join our team. Based in Woolloongabba, the successful candidate will play a crucial role in enhancing Link-Up (Qld)'s visibility, disseminating valuable information, and organising events that contribute to the overall mission of reconnection and healing.

Link-Up (Qld):

Link-Up (Qld) Aboriginal Corporation supports the healing journeys of Aboriginal and Torres Strait Islander peoples who have been separated from their families and communities through forced removal, adoption, fostering or institutionalisation.

Position Summary:

The Digital Content, Publications, and Events Officer supports a broad spectrum of digital communications across the organisation. The role will heavily assist in maintaining and developing Link-up (Qld)'s online presence, including existing magazine, websites, online communications, and various social media platforms. The role will focus on coordinating, developing, and implementing the communication and marketing activity, which aims to promote a professional and socially appropriate identity to internal and external customers and ensures consistent messaging and branding. Essential to the position is supporting the organisation in delivering various written, design and online communications.

What we offer:

The role is a full-time position and may involve travel throughout Queensland and interstate:

- Salary Range: \$82,043 - \$98,111 (Social, Community, Home Care & Disability Services Industry Award Level 4.1 – 5.3) per annum depending on qualifications and experience.
- Link-Up (Qld) is a public benevolent institution with salary-sacrificing options available.
- Access to free and confidential Employee Assistance Program (EAP).
- Opportunity to positively impact the lives of Aboriginal and Torres Strait Islander individuals seeking reconnection and healing.

Essential:

- Proficiency in Microsoft Office and Adobe Creative Suite (especially InDesign), Canva and Web Content Management Systems.
- Experience in delivering a broad range of mediums (print and digital) and knowledge of current trends and technologies.
- Demonstrated ability to support the coordination of culturally appropriate events and project-specific workshops.
- Strong attention to detail, project management skills and ability to handle multiple projects simultaneously and meet deadlines.
- Demonstrate personal drive and integrity through high-level professionalism, resilience, and self-awareness.
- Ability to cultivate productive working relationships and build partnerships to support and promote Link-Up (Qld) programs.

Desirable:

- Demonstrated understanding of the history, culture and impacts of the forcible removal of Aboriginal and Torres Strait Islander peoples.
- Demonstrated an ability to engage effectively with Aboriginal and Torres Strait Islander peoples and other stakeholders.
- Strong copywriting skills with the ability to bring flair and creativity to written content with solid attention to detail.

Key Responsibilities:

Digital Content Creation:

- Develop engaging and culturally sensitive digital content for various platforms, including the organisation's website and social media channels.
- Maintain the electronic library, including documentary, photographic and audio-visual resources.
- Create multimedia content, including graphics, videos, and written material, to communicate the organisation's goals and services effectively.

Publications Management:

- Oversee the creation and publication of informative materials, reports, and newsletters.
- Collaborate with the research team to transform findings into accessible and educational publications.
- Ensure the accuracy and cultural sensitivity of all published materials.

Event Coordination:

- Plan, organise, and execute events aligning with Link-Up (Qld)'s mission, including coordinating significant and special events.
- Coordinate logistics, invitations, and participant engagement for events.
- Collect feedback and continuously improve strategies.

Appointment Prerequisites:

- Eligible for Blue Card.
- Open C Class Driver's Licence.
- Willingness to undertake a National Police Check.
- Full working rights in Australia.

Applications close: Wednesday 3rd April 2024 @ 11:59pm; however, please be aware that we may commence interviewing candidates before the closing date and reserve the right to close applications before the closing date.

Link-Up (Qld) welcomes and encourages applications from diverse backgrounds and provides equal opportunities to all who wish to apply. Only those candidates who can demonstrate their suitability for the role will be shortlisted and contacted as to the status of their application.

For further information about the position, please contact Patricia Thompson, CEO on:

E: pthompson@link-upqld.org.au

T: 07 3638 0411 or 1800 200 855

Applications to be submitted via Seek or email to: jodie.blewett@link-upqld.org.au

The Position Description is available on the Link-Up (Qld) website. [Join Our Team - Link-Up \(Qld\) \(link-upqld.org.au\)](https://link-upqld.org.au)