



## Multimedia Officer

**Please note that it is a genuine occupational requirement that this position be filled by an Aboriginal or Torres Strait Islander person in accordance with s25 of the Anti-discrimination Act 1991 (Qld). However, other applications may be considered.**

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. We deliver professional, culturally sensitive, and confidential research, reunion, and cultural wellbeing services.

We provide our service in a sensitive, confidential, and culturally appropriate manner and use all available resources to assist those looking to find their family.

**The role:** The Multimedia Officer is responsible for the development and implementation of the Link-Up (Qld) Communications and Promotions plan, Multimedia recording of reunions and events, the design and production of professional promotional materials. And will promote and build the public profile of Link-Up (Qld) programs and projects locally, regionally, and nationally.

The role will focus on the coordination, development and implementation of the Organisation's Communications outputs and activities which include the Link-Up (Qld) quarterly magazine, events, launches, branding, marketing, promotions, media liaison, publications, website management and social media updates.

### Essential Selection Criteria:

- Demonstrated understanding of the history, culture and impacts of the forcible removal of Aboriginal and Torres Strait Islander peoples.
- Demonstrated written communication skills and an ability to engage effectively with Aboriginal and Torres Strait Islander peoples and other stakeholders.
- The ability to engage effectively with Aboriginal and Torres Strait Islander peoples.
- Demonstrated organisation and time management skills and the ability to manage competing priorities and work effectively as a member of a team.
- High level of computer literacy and communication skills and an ability to use a range of computer software packages including Microsoft Office, the Adobe software suite, desktop publishing and graphics software.
- Demonstrated ability to write, edit and develop creative content for all forms of print and social media.
- Demonstrated ability to support in the coordination of significant and special events.
- Demonstrated ability to support in the coordination of culturally appropriate events and project specific workshops
- Ability to cultivate productive working relationships and build partnerships to support and promote Link-Up (Qld) programs.
- Demonstrate personal drive and integrity through high level professionalism, resilience, and self-awareness.
- Ability to travel for work purposes.
- Willingness to undertake a National Police Check.
- Eligible for Blue Card.
- Evidence of Covid-19 vaccinations in line with current requirements.
- Current Drivers Licence.

**Applications close:** Monday, 10<sup>th</sup> October 2022 at 4:00pm. All applicants must address the Essential Selection Criteria, submit a current resume and a role appropriate Cover Letter. If you do not provide these three requirements, your application will not be considered.

Applications accepted via Seek.com or via email to [eugenie.johnston@link-upqld.org.au](mailto:eugenie.johnston@link-upqld.org.au)

Late applications will not be accepted. The Position Description is available on the Link-Up (Qld) website. [Join Our Team - Link-Up \(Qld\) \(link-upqld.org.au\)](#)