



Position Description: Digital Communications & Administration Co-ordinator

Since 1999, Regional Development Barossa Gawler Light Adelaide Plains Inc (formerly Barossa & Light Regional Development Board) has worked on projects and opportunities, data analysis, strategies and plans, workforce and business and investment support to help all businesses and workers in our region achieve an enviable quality of living and access to opportunities. Since 2010 when Town of Gawler and Adelaide Plains Council (District Council of Mallala then) joined, our pie of opportunity and diversity has grown and we now work with a thriving agricultural and wine sector, services, suppliers and value adding industries, including Tourism, that sustains a growing population.

RDA has a small team of motivated professionals who really want to create opportunities and positive change in our region. Our premises are in Tanunda and we also operate Barossa Campus, a Regional Universities Centre at Beckwith Park in Nuriootpa.

This is a role for a person enthusiastic about content creation, website and social media marketing and being the backbone of a smooth-running office environment. We all help, but we do need that backbone.

Key responsibilities of the role:

Communications:

- Drive and manage integrated communications plans
- Develop and oversee the implementation of high impact, evidence based and engaging marketing, communications, and content strategies in line with the organisation's communications plan
- Produce high quality documents (such as reports, flyers)

Administration:

- Ensure accurate and timely data entry into client management systems as required
- Greet visitors in person and on the phone providing sensible information and direction
- Oversee scheduling and organisation of meetings, both internal and external
- Maintain office stocks whether that be stationery, kitchen, and other inventories.
- Provide support for meetings as required including video conference set up and meeting services as required

An ideal candidate will:

*Have excellent written and verbal communication skills

*Have ability to design and compose newsletters, flyers and communications which are relevant and meaningful to the desired audiences

*Be able to understand the style of communications, messaging and presentation suitable to an organisation which is for business and workers and operates in the public interest.

*Is able to contribute to a culturally safe, respectful work environment, both in the office and with external stakeholders.

*Is able and willing to work effectively as a collaborative and cheerful team member demonstrating initiative and integrity

*Formal qualification in marketing, communication or PR is an advantage but not essential

*Experience with Microsoft suite, website management (Wordpress), document design and CRM programs is highly desirable.

*Knowledge of the region is also desirable

All ages and stages of career welcome to apply. Job could be either full time or substantial part time, for example, school hours. For further information or with any questions contact bridget@barossa.org.au or call Bridget during office hours at 8563 3603. The position will offer an initial 2 year contract term. Remuneration to be negotiated. The position is based in Tanunda (Ngadjuri country).

Applications setting out capabilities and any experience in relation to the responsibilities and candidate profile should be forwarded, along with a current resume, to bridget@barossa.org.au. Applications will be assessed from 7 July and filled as soon after that date as a suitable candidate is selected. Applications are open until an ideal candidate is chosen.

Employment conditions include additional leave days for normal work days during office shutdown between Christmas and New Year.