



Communications Officer

- Full time position
- Community-focused organisation with a strong belief in community engagement
- Variety and fast paced, you will never be bored!

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marks as a landmark year as VAHS proudly celebrates it's 50-year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the Community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the Community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The Communications Officer is responsible for supporting the development and delivery of communications activities, content, campaigns and integrated communications plans across a range of mediums including digital, media, multimedia and design, to raise the profile of VAHS and engagement with target audiences. They will support the delivery of planned and ad-hoc day-to-day activities to meet the communications needs of VAHS.

A unique opportunity to help increase our reach and impact externally, while also working on ways to improve and build internal communications. This role would suit an experienced communications all-rounder who is organised, has an eye for detail, enjoys managing multiple priorities, utilising sound judgement and initiative.

This position will sit within the Office of the CEO.

Key Selection Criteria

- Understanding of and commitment to the Aboriginal Community and Community Control
- Demonstrated ability to work and communicate with Aboriginal and Torres Strait Islander Communities and their leaders, respecting traditional culture, values and ways of doing business.
- Experience in maintaining websites, social media and other digital communications platforms.
- Demonstrated ability to develop, implement, evaluate and report on communication plans.
- Experience developing and maintaining communications, content and campaign calendars.
- Ability to create design and multimedia content including social media assets, photos and video.
- Experience liaising with media and journalists through proactive and reactive media relations activities.
- Excellent oral and written communication skills.
- Demonstrated organisational and administrative skills with the ability to plan, prioritise and execute tasks to meet deadlines whilst balancing competing demands.
- Strong interpersonal skills and able to engage with all levels of internal and external stakeholders.
- Evidence of Immunisation records for COVID 19 in line with the Public Health Directions.
- Demonstrated ability to work effectively as part of a team as well as autonomously.
- Desirable relevant tertiary qualifications in communications and media or other related areas

How to Apply

Please forward your covering letter and resume to Employment@vahs.org.au before Sunday 9pm, 3 September 2023.