



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 effective media and communications activities across varied mediums to raise the profile of VAHS. A unique opportunity to help develop support activities to increase our reach, impact and engagement, while also working on new ways to improve and build internal communications.

The Communications Officer will support driving and implementing campaigns and integrated communications plans that amplify the growth of VAHS and increase Community and other stakeholders' participation. This dynamic role would suit a person who is well-organised, strong project-focused individual who is efficient, has an eye for detail and enjoys managing multiple priorities, utilising sound judgement, discretion, 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.
- This also includes face to face, online and social marketing community engagement.
- Confidence and strong interpersonal skills and able to engage with all levels of stakeholders.
- Experience in maintaining websites, social media and other digital communication platforms.
- Excellent oral and written communication skills
- Strong accuracy and attention to detail
- Demonstrated organisational and administrative skills with the ability to plan, prioritise and execute tasks to meet deadlines whilst balancing competing demands.
- Demonstrated ability develop, implement, evaluate and report on efficient and effective communication and media plans.
- Understanding of current social media trends and programs
- Evidence of Immunisation records for COVID 19 in line with the Public Health Directions.
- Demonstrated ability to work effectively as part of a multi skilled 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.