



Share an opportunity today!

Baptist World Aid Australia

Position Description	
Job Title:	Production and Marketing Coordinator
Department:	Publicity and Marketing
Purpose:	To manage all production requirements and coordinate annual campaign activity for Baptist World Aid Australia.
Reports to:	Publicity and Marketing Manager
Supervises:	No internal supervisory responsibilities <i>(responsible for managing all external suppliers)</i>
Hours per Week:	35 (full time)
Remuneration Level:	According to skills and experience. All employment packages include exempt fringe benefits (NCB) of up to \$16,050 per annum.
Location:	Baptist World Aid Australia Headquarters, Forestville NSW
Main Activities	
<p>Production Management</p> <ul style="list-style-type: none"> • Liaise with suppliers (designers, copy writers, printers, mail houses etc) to ensure the timely and efficient production of all materials required by Baptist World Aid Australia. • Liaise with Baptist World Aid Australia's overseas Partners and relevant suppliers to source and coordinate Publicity & Marketing resource trips. • Source competitive quotes on all jobs, and investigate pro-bono options/services where possible. • Develop and nurture relationships with suppliers, and continually manage quality of service provided by them. • Co-ordinate print runs and mailing. • Organise payment of suppliers in an accurate and timely manner. <p>Campaign Scheduling and Planning</p> <ul style="list-style-type: none"> • Produce yearly campaign planner in consultation with Publicity & Marketing, Education & Advocacy and Church Relations teams. • Produce campaign schedules, and provide support to campaign managers to ensure deadlines are met. 	

Campaign Coordinator

- Manage entire campaign process (theme creation, campaign elements, targeting various audiences etc) for Gift Opportunities, engaging members of the P&M team where necessary.
- Provide proof-reading assistance as required.

Secondary Activities

Resource Management

- Research, develop and maintain a catalogued resources library to support the Community Engagement function.

Website Maintenance

- Provide support to Communications & Media Coordinator in uploading content and maintaining currency of website.

Professional Development

- Continually increase understanding of global poverty, the countries in which our partners operate in and particular issues faced by these groups.
- Undertake appropriate training when opportunities occur in consultation with the Publicity & Marketing Manager.
- Supervise volunteers as needed.
- Other duties as directed by the Publicity & Marketing Manager.

Selection Criteria: Knowledge, Skills and Experience

Essential:

Knowledge & Experience

- Relevant qualification or proven track record (2+ years) in a project management or project coordinator role.
- Advanced knowledge of MSOffice 2007 tool (Word, Excel, PowerPoint and Outlook).

Communications & Interpersonal skills

- Excellent written and verbal communication skills.
- Demonstrated negotiation and problem solving skills.
- Excellent organisation skills
- High level of attention to detail and good proof reading skills.
- Ability to liaise with a variety of different stakeholders.

Personal effectiveness

- Alignment with Baptist World Aid Australia's mission, vision, values and mandate.
- Commitment to serving the poor.
- Demonstrated ability to prioritise and meet tight deadlines, and adapt to changing environment and workloads.

- Ability to work in a team and independently where necessary.

Desirable:

Knowledge & Experience

- Tertiary degree in Marketing, Communications or similar discipline.
- Previous experience in a marketing or communications environment.
- Experience in using Adobe Suite, PhotoShop, InDesign, Quark (or similar packages).

Development awareness

- Knowledge and understanding of international aid and development.