



Position Description

Communications Officer

Non-Executive Committee Position

Key Responsibilities

To coordinate Skipping Australia's external facing communications.

Specific Duties

- Upgrade and maintain Skipping Australia's website
- Support Skipping Australia's Exec to get key messages to members via website and other communication platforms
- Support Skipping Australia on matters related to branding and external communications (eg newsletters, certificates)
- Support Skipping Australia's Social Media Coordinator to distribute key messages to members through social media, if required

Desirable Attributes

- creative skills and an eye for detail
- experience using graphic design software (eg Canva, InDesign)
- experience designing a website or managing website content, using a content-management system (preferably Squarespace)
- interest in creating, and working with others, to create compelling content for social media

Key Goals 2024-2025

1. Refresh of Skipping Australia's website