

# **Expression of Interest (EOI)**

## **Communications Officer**

### **Maldon & District Financial Services Ltd (MDFSL)**

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This is an exciting opportunity to join our community company as Communications Officer. MDFSL operates the Maldon & District Community Bank Branch, a locally owned Community Bank branch of the Bendigo Bank.

#### **Role attributes**

25 hours / month (flexible part time)

12-month contract

Reports to Chair of Communications Portfolio

Commencement March 2020

#### **Main responsibilities**

- Writing and editing communications primarily including social media and newsletters, with some responsibility for blogs and website content
- Design, implementation and development of stories and messaging across varied media channels
- Write, maintain and review monthly Communications Calendar
- Appropriately convey the established 'voice' and 'tone' of our company
- Favourably represent the company profile in media
- Operate within the legal and corporate responsibilities of the role.

#### **Requirements**

- Acting in alignment with company goals
- Completing Bendigo Bank social media training
- Conceptually understanding the Community Bank model
- Attending up to 2 monthly face-to-face meetings with the Communications Portfolio
- Regularly liaising with the Executive Officer and relevant company staff members
- Contributing as an active member of the company in formal and social meetings
- Providing own computer and smart devices
- Undergoing a Police Check
- Signing a confidentiality agreement

#### **Key Selection Criteria**

- Extensive experience with social media, principally Facebook and Instagram
- Experience with the design, implementation and development of stories and messaging across varied media channels
- Experience with Mailchimp, including writing and editing monthly newsletters
- Competence with maintaining WordPress website content
- Demonstrated experience working with multiple community and media organisations to create media opportunities
- Action focussed with 'can do' and collaborative approach

#### **Applications**

- Expression of Interest addressing Key Selection Criteria with cover letter and resume by 13 January 2020 to Executive Officer, Karly Smith, [executiveofficer@mdcb.com.au](mailto:executiveofficer@mdcb.com.au)
- A copy of the Position Description can be obtained from the Executive Officer.
- Discussion of role encouraged: contact the following regarding the role and your application - Katie Finlay: [kfinlay@mafg.com.au](mailto:kfinlay@mafg.com.au) or 0409 706 784, or Karly Smith: 0478 435 110.

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*We value diversity, and people from all backgrounds and age groups are invited to apply.*