



THE CRAWFORD FUND

PO Box 4477
Kingston ACT 2604

+61 2 6188 4370
Crawford@crawfordfund.org
www.crawfordfund.org

Communications and Admin Assistant Half-Time – Home or Canberra based

The Crawford Fund is a national NGO and charity that raises awareness of food security issues and supports training of researchers from developing countries in international agricultural research. Applications are invited for the position of Communications and Admin Assistant – half-time.

This is an exciting and challenging position that will provide the right person with a wealth of experience in working with the Director of Public Affairs and Communication to help our organisation encourage Australia to 'do well by doing good'.

The role will be suited to someone who is enthusiastic about working in a position that will provide them with variety and a chance to exercise initiative. The successful applicant will receive support and guidance, a chance to take part in an interesting and varied communication strategy and the opportunity to actively contribute to new projects.

Main Activities

You will help write for and manage our website and help design and develop printed and electronic communications, as well as assist our Director of Public Affairs and Communication with our public awareness events and initiatives.

Essential Selection Criteria

The successful candidate will demonstrate:

- Good knowledge of computer tools, social media, web publishing and layout design
- Relevant qualifications and some experience in communications, public relations or media
- Good writing and editing skills in English

Desirable Skills

Reporting to and working closely with the Director, Public Affairs and Communications the successful candidate will demonstrate:

- Knowledge of desktop publishing software, and sound layout and design skills for print/web
- Familiarity with CMS systems and different types of social media
- Ability to work with little supervision and to progress a range of tasks simultaneously
- Ability to independently research and develop articles for newsletters and the web
- Experience in event management and other communication activities
- Strong administration skills and experience (excellent MS Office skills)

Location

While the Fund has a part-time staffed Canberra-based secretariat, interstate applicants are encouraged to apply and work from a well-equipped home-based office, as does the Director with whom you'll work.

Applying and Queries

Closing date for applications is 22 June. Please apply with your resumé and a covering letter outlining experience and addressing the job requirements to Cathy Reade, Director Public Affairs and Communication, Crawford Fund cathy.reamde@crawfordfund.org You can contact Cathy with queries on 0413575934.

Remuneration:

2.5 days a week at FTE \$49,000 including superannuation (9.5%).

For a Food Secure World

An initiative of the Australian Academy of Technological Sciences and Engineering