



Secretariat of National Aboriginal and Islander Child Care

Position Description

Job Title	SNAICC Communications Unpaid Internship / Practical Placement
Reporting To	SNAICC Communications Coordinator

SNAICC encourages Aboriginal and Torres Strait Islander people to apply and employs on merit.

Overview of Role	
<p>The SNAICC Communications Team is responsible for delivering communications and marketing strategies that drive sector engagement, organisational membership, and branding and awareness outcomes to advance the needs, rights and aspiration of Aboriginal and Torres Strait Islander children and their families.</p> <p>The primary focus of the role is working on Aboriginal and Torres Strait Islander Children’s Day, SNAICC’s annual flagship event rolled out across Australia. The role will focus on advocacy, campaigning, stakeholder engagement and also includes website development and maintenance.</p> <p>This role will provide an opportunity to contribute to the work of a dynamic and respected national peak body, and gain valuable experience in a role contributing to public understanding of issues faced by Aboriginal and Torres Strait Islander peoples. Additionally, the position provides an opportunity to engage with all SNAICC staff working across a range of disciplines including training, policy, communications and cultural safety.</p>	
Background and experience	<ul style="list-style-type: none"> ▪ You’re an enthusiastic self-starter looking to gain hands-on experience in advocacy, stakeholder engagement, event and project management. ▪ You have great interpersonal skills, a can-do attitude and are keen to be part of the day-to-day running of a leading peak body organisation. ▪ You have a strong interest and commitment to supporting Aboriginal and Torres Strait Islander children, families and community. ▪ You are open to learning and will have a range of skills of benefit to the Communications Team.
Reporting Relationships and Liaison	<ul style="list-style-type: none"> ▪ The intern is supported by the Communications Team and will report to the Communications Coordinator. ▪ Throughout your placement, you will be learning from and be supported by a strong team of communication professionals and, more broadly, an experienced team of practitioners from the Aboriginal and Torres Strait Islander sector.
Secretariat Operations	<ul style="list-style-type: none"> ▪ SNAICC relies on being team-oriented and all SNAICC staff and volunteers are expected to take a collaborative approach and assist with performing tasks.



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Key Selection Criteria	<p>This role will support SNAICC's communications and outreach efforts, particularly focussing on Children's Day.</p> <ol style="list-style-type: none">1. Applicants should be studying or have qualifications/experience in media and communications / marketing / journalism / public relations.2. Possess a keen interest in human rights and Aboriginal and Torres Strait Islander issues.3. Excellent verbal and written communications skills and attention to detail.4. Experience in website management, particularly with WordPress, will be highly regarded.5. Ability to work independently as well as in a team.6. Able to commit to two/three days per week between June-September 2016 (negotiable after this time).
MAJOR DUTIES <ul style="list-style-type: none">• Assist in building understanding and interest of National Aboriginal and Torres Strait Islander Children's Day among key stakeholders, including politicians, schools, media outlets and the broader community.• Promote campaign messages using traditional, online and social media.• Assist in the production of newsletters, media releases, videos, and other marketing collateral.• Support SNAICC's advocacy efforts, lobbying, campaigns and events.• Maintain/update media and subscriber contacts and image databases.	
FURTHER INFORMATION <p>Please visit the SNAICC website www.snaicc.org.au for more information.</p> <p>Applications are required by close of business 5.00 pm EST, Friday 13th May.</p> <p>Please forward:</p> <ul style="list-style-type: none">• Resume with recent work experience and relevant qualifications or studies• A brief cover letter detailing your interest in the position <p><i>The successful applicant will be required to have a current Working with Children Check and National Police Check. Please mark applications "Communications Unpaid Internship / Practical Placement Application" in the subject field of email and forward to susan.kay@snaicc.org.au.</i></p> <p>Please contact Communications Coordinator Jessica Brennan on 03 9489 8099 for specific queries about the role. All other queries can be directed to Susan Kay at susan.kay@snaicc.org.au.</p>	