



MASG Communication Officer Position Description

This role may be in a stand-alone position or one that is included in the Coordinator position.

About the Mount Alexander Sustainability Group (MASG):

MASG is a beacon for sustainability in the region. We lead and innovate in our operations by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with tax deductibility status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. Self-directing community-based interests groups and projects are linked and supported through a Coordinating Group (CoG) which any member may attend and be involved in decision-making. Projects and activities are initiated and developed through a Mobilising Committee. MASG staff participate actively in management through the Operations Committee. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy. All members and staff may attend all MASG meetings.

About this position

The communications officer is a cross between a regular postie delivering the usual news, messages and formats and an extraordinary spruiker who can pick a line and format to enthuse encourage and inspire.

We are seeking someone who is an adept and skilful communicator across a range of media and who can excite and convey the buzz reflected in the MASG message and activities. They can embody and communicate the MASG style and culture.

The communication officer reports to the Coordinating Group (CoG) and Mobilising Committee.

Work responsibilities

- Identify relevant news through the CoG and Working Groups and staying in touch with members so that the buzz of activity is reflected in MASGs media
- Ensure e-News to members is published fortnightly as a standard, with occasional extra bulletins
- Maintain other web and social network communications
- Where relevant coordinate spokespeople to make media comment and assist with drafting media releases and publicity material
- Attend CoG and Mobilising Committee meetings.

Fun responsibilities

- Connecting people with news and information
- Capturing and telling stories
- Initiate and enable creative and innovative messages
- Being part of a moment of change ...every day

Skill set

- Excellent literacy and writing skill.
- Good facility and experience with web-based, social media and other computer applications

Personal qualities

- Imagination and creativity
- Initiative and enthusiasm
- An eye for a good story
- An eye for a seminal piece of information that will excite MASG members and the general community.

Conditions of Appointment

Please note that MASG has wage parity and a flat organisational structure where workers are expected to work collectively. A COM member will be nominated as the key contact point for employment and to provide direction when needed to the employee. Note also that working to bring about change can be stressful in a small town. If needed, confidential mentoring from outside MASG can be organised.

Hours: 4 hours per week

Pay Rate: \$32.80 per hour not including superannuation (9%) and work cover (4%) and sick leave.
[The pay rate is currently under review].

Length of Contract: 12 months