

Position in Management Support and Marketing

Closing date: 19 June 2016

Starting date: July/August 2016

Summary:

MDWg is looking for an enthusiastic team member in the area of management support, marketing and communications. The role requires excellent written and verbal communication skills and a strong commitment to the preservation of the endangered Miriwoong heritage in the wider Kununurra area. The successful candidate will gain valuable experience in the not-for-profit sector while developing new skills in marketing, strategy, and stakeholder engagement. The role has a focus on marketing and communications activities, including social media management, donor and sponsor engagement and developing online, print and video content to promote and support MDWg's mission.

Job description

Mirima Dawang Woorlab-gerring Language and Culture Centre (MDWg) is a not-for-profit organisation with the mission to preserve and revitalise the language and culture of the Miriwoong people in the wider Kununurra area. It has been operating successfully under the umbrella of Mirima Council Aboriginal Corporation for several decades and has been growing significantly over the past few years. In 2015, the organisation was singled out as the Community Sector Organisation of the Year at the HESTA Awards in Sydney.

Since 2013, MDWg has been engaging with secondees from the *Jawun* program to develop additional funding strategies for the organisation, with the goal of gaining increased financial independence. Efforts have included the creation of a sponsorship and donor program, effective website management, involvement of social media and close relationships to local businesses, as well as income-generating activities such as tourism and consultancy.

The position in Management Support and Marketing has a strong focus on the above aspects and will entail, but not be limited to, the following:

- Implementing and further developing effective marketing strategies
- Creating marketing content, focusing primarily on multimedia content
- Social media management: Facebook, Twitter and YouTube
- Supporting and further developing MDWg's existing sponsorship program and assist MDWg management with sponsor and donor engagement
- Liaising with and/or reporting to businesses, governments and other community organisations/NGOs
- Network development
- Assisting with PR of MDWg's activities with local, regional and online media
- Supporting the preparation of grant applications to various funding bodies identified, including trusts, foundations, the corporate sector, and government bodies
- Assistance with increasing MDWg's activity-generated income such as the development of tourism-related products
- Supporting MDWg's management in the areas of governance and logistics.

What we can offer:

- A position at entry level remuneration plus a range of benefits for a minimum of 12 month, with possible extension subject to availability of funding.
- A unique opportunity to gain marketing and communication experience in the not-for-profit and community sector, while working in a rich cultural environment
- Being part of a diverse team composed of linguists and Indigenous language workers
- An environment which is set to increase the understanding of Indigenous culture and language through working at a vibrant language centre
- The opportunity to live and work in the East Kimberley - one of the most fascinating regions of Australia and a major tourist destination for travellers from around the world

In brief - What we expect from applicants

- A genuine desire to help support the revitalisation of an endangered language
- An open mind and strong respect for a culturally diverse environment
- Above average communication skills in English (verbal and in writing) - must be native-speaker level
- Ability to communicate and interact harmoniously as part of a team, while respecting cultural sensitivities and considerations
- A background and demonstrated skill in communications, business, marketing, management or related areas
- A commitment to stay for a period of 12 months
- Police clearance, driver's licence, Australian residency
- Experience in video recording and editing would be preferred, but is not essential.

Benefits:

- Base salary of: \$44,895 (SACS Award Level 2 PP1)
- Allowances valued at \$10,035 (min.)
- 5 weeks of paid annual leave
- Superannuation (9.5%)
- FBT option of up to \$15,444

Application procedure:

We recommend that you contact us via e-mail with a brief expression of interest before applying formally. Upon establishing contact we will send you further details.

Contact:

Knut J. Olawsky, Senior Linguist/Manager

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Website: <http://www.mirima.org.au>