



Expression of Interest

Part Time Community Engagement Officer (Targeted, Aboriginal and/or Torres Strait Islander person)

Organisation: Reconciliation NSW

Location: Sydney

Work type: Part-time (approximately 20+ hrs per week, negotiable)

Profession: Social Media & Communications, Program Administration, Community Outreach

Sector: Community Development

Salary type: 12 month contract, with possible extension. Rate of pay DOE.

About the Role

We are seeking a dynamic and enthusiastic person to assist us deliver our programs and support the operations of our small non-profit.

The Organisation

Reconciliation NSW is the peak body for reconciliation in NSW. Our members include First Nations and non-Indigenous people working together to advance reconciliation in their communities. We work to support, educate and inspire the people of NSW to engage in reconciliation, in order to achieve our vision, to create a reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians in NSW. We do this by providing educational programs in schools, governments and to the public, RAP development assistance, and supporting the 25 local reconciliation groups and our members across NSW.

Benefits & Culture

Our small team works hard and is committed to reconciliation and to progressing our mission. We work as a team and are flexible and creative in how we get things done. We use our individual and organisational networks to support, educate and inspire the people of NSW towards reconciliation: truth, equity, healing.

The Role

Based in Redfern and/or at home, you will work as part of a team to deliver our programs and projects. This role has room to grow as you become open to take on more responsibilities. It is a great stepping-stone for a career in the communications, social justice and First Nations community sectors. Your duties will include:

- Managing/developing content for our Facebook and Twitter accounts.
- Engaging with community groups across NSW about our work and programs, including scheduling online and in person workshops and events with our Local Reconciliation Groups, school programs, Reconciliation NSW members, corporate partners etc.
- Assisting with administrative tasks to help progress the functions of the organisation, such as data entry, collating mailouts to Local Reconciliation Groups and our members, local governments, corporate partners, community partners and possible funders

- Assisting with the development of various website or online visual and written content aimed at educating the public about reconciliation, and supporting individuals and groups along their reconciliation journey

Skills Required

You are an enthusiastic and proficient communicator with interest in community building gained by working in a non-profit, or similar, organisation. Additionally:

- Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this targeted position.
- You will be based in the Sydney/Central Coast region, willing to travel to Sydney perhaps once per week.
- You have a passion to advance social justice and human rights for Aboriginal and Torres Strait Islander people, and an understanding of the true shared history of NSW and Australia
- You have strong communication and writing skills.
- You love social media and can use the Microsoft Office basics.
- You are confident with meeting new people.
- You are proficient at administrative and project tasks.
- You are a flexible and adaptable self-starter who works well independently or in collaboration with a team.
- You are willing to work via a combination of at home, in the office, and occasional face to face in communities/schools a handful of times per year.

If this sounds like you, please submit a resume and a short 250-400 word statement explaining what reconciliation means to you and why you would like to work with Reconciliation NSW to info@reconciliationnsw.org.au.