



Position Vacant 2018

Department:	Currumbin Wildlife Hospital Foundation
Job title:	Marketing Coordinator – Part Time 24 hrs pw
Applications open:	Friday 02nd March 2018

Are you ready to start your dream job where you can work with an amazing team and really make a difference? We are offering the newly created role of Marketing Coordinator for the Currumbin Wildlife Hospital Foundation (CWHF) which is the charity for the Currumbin Wildlife Hospital (CWH). Since its creation in 1989, CWH has grown to be one of the busiest wildlife hospitals in the world, treating over 10,000 animals every year. The CWH relies on donations from the community to deliver this amazing veterinary service.

This role reports directly to the Fundraising Manager of CWHF and indirectly to the Senior Vet of CWH. You will also work together with the Currumbin Wildlife Sanctuary (CWS) marketing team regarding content and campaigns. We are seeking a person who is passionate about the cause and can use your digital marketing skills to communicate our important message out to the wider community through strategic communications, social media and our web platforms.

Position details & duties

The role of Marketing Coordinator holds the responsibility of supporting the Foundation Manager in driving fundraising results and to assist with all fundraising activities.

- Managing CWHF's social media platforms to maximise fundraising opportunities and increase community profile through content creation and social campaigns.
- Act as an Ambassador for the CWHF, working with the Fundraising Manager to assist with identifying and implementing strategies to acquire and retain donors.
- Act as the main media liaison with support from the CWS Marketing Team or the CWHF. This includes preparation of press releases and day to day contact for local media.
- Assist the Foundation Manager with coordination of community-based & corporate fundraising activities on and off site. This can involve hand on activities such as gift wrapping, gala dinner support etc.
- Assist Fundraising Manager with the preparation and submission of grant applications.
- Ability to create content for the CWHF including video production and editing and photography.
- Work with the CWS digital marketing team to update web content and create online fundraising campaigns including crowd funding initiatives.
- Manage the CWHF customer relationship management (CRM) programs and generate and analyse reports to shape future fundraising activities.

Conditions: This is a part time role 24 hours per week with additional days/hours required for peak times/ events. Pay level dependent upon level of experience and qualifications.

Selection Criteria:

1. Demonstrated experience in online fundraising, using multiple social media platforms.
2. Demonstrated experience in collaborating with internal and external stakeholders in delivering marketing and communications (e.g. e-newsletters, press releases, collateral, advertising content, etc.)
3. Demonstrated experience in copy writing, managing a website and social media platforms.
4. Preferred experience in professional writing of grant applications, with a strong attention to detail.
5. Preferred experience in project/event management in a fundraising environment or similar.
6. Can exhibit excellent interpersonal skills, presentation and self-directed time management.
7. Previous experience working for a Charitable/Not-for-Profit organisation is desirable.
8. You will have a level of fitness to walk long distances and carry up to 10 kg.
9. Must have C class driver's licence.
10. Comfortable in a workplace that can include injured mammals, birds and reptiles, including snakes.
11. Knowledge of Currumbin Wildlife Sanctuary & Currumbin Wildlife Hospital operations is desirable.

How to Apply

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: employment@cws.org.au.

Please refer to www.currumbinsanctuary.com.au/hospital for more information on our wonderful organisation and how you can make a difference! Come and join this fabulous team and help us save our wildlife.