



United Nations Association of Australia (WA) Inc. Non-Executive Member

- Seeking Expressions of Interest for **Deputy Communications Coordinator**.
- Voluntary position, working with likeminded professionals, networking with NFP organisations and liaising with members of the community.

About Us

The United Nations Association of Australia (WA) Inc (UNAAWA) is a not-for-profit, non-governmental association operating in Western Australia. It is part of the national organisation UNAA, and it is affiliated to the World Federation of United Nations Associations (WFUNA). The UNAAWA has a local outlook on global issues and works peacefully to bring the vision of the United Nations to our community through education, awareness campaigns, and through our support and partnerships with other NGOs.

Founded in 1949, the UNAAWA has been active in areas such as global justice, peace, international cooperation, human rights advocacy, humanitarian aid, environmental protection and awareness, health and sustainable development. The UNAAWA is passionate about education and awareness raising in these areas and is committed to serving the Western Australian community.

The Role

We are currently seeking Expressions of Interest for:

Position	Responsibilities
Deputy Communications Coordinator	The Deputy Communications Coordinator will support planning and implementation of engagement strategies to engage the public in UNAAWA's work and to increase the organization's reach both online and offline. The Deputy Communications Coordinator will directly contribute to increasing UNAAWA's capacity to educate the community by increasing public awareness of human rights and UN related issues. The role will develop a close working relationship with the Chief Communications Officer, and senior leadership of the Association.

Skills and Experience

Ideally, you are an experienced professional with a genuine interest in the work and ideals of the United Nations and would like to further your knowledge of international affairs, as well as extend your networks. You are technology savvy and thrive working under pressure to deliver exceptionally rewarding results.

You will be required to effectively manage all social media activity and online communication, expand online networks, and work with the Chief Communications Officer to develop an engagement strategy for online and offline audiences. A background in social media, marketing, public relations and digital media will be highly regarded.

What we look for:

- Qualifications or demonstrated professional experience in the portfolio you are applying for.
- Knowledge of key social media outlets (Facebook, Twitter, LinkedIn, Wordpress etc.)
- Commitment to developing the portfolio described with sufficient availability to manage scheduled events.
- Skills in advocacy, negotiation and teamwork.
- Excellent writing and editing skills, with strong attention to detail
- Ability to use online tools to communicate with and engage members and grow the UNAABA audience.
- The personal attributes of openness, honesty and integrity.
- Willingness to adhere to the Executive Code of Conduct.

Does this sound like you?

To apply, please forward your:

- Current resume
 - Cover letter, addressing the key points listed under 'what are we looking for'
- To: jobs@unaa-wa.org.au

Confidential queries can be submitted to Sandy Chong: Vice President, UNAABA via the above email address.

Expressions of interest close **Friday 13 January 2017**.

To find out more about the UNAABA, please visit:

Website: <http://www.unaa-wa.org.au/>



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