



Communications Specialist

Position Description

1. Position Summary

Position Title:	Communications Specialist
Reports To:	Manager, ONZL
Position Location:	Albany, Auckland
Role Type:	Maternity Leave Cover, Full Time, 12-month fixed term contract commencing September 2020.

2. About ONZL

ONZL formed in 2005 with an embedded resourcing business model to provide scalable, tailored association management services to New Zealand-based industry groups, not-for-profit organisations and Government departments.

Our secretariat services range from Board secretarial support through to financial management, project management, technical writing, membership support, event management, digital communications, websites and social media management.

We have a small team of enthusiastic, committed people currently working within the telecommunications, information technology, health and education sectors and branching out into other industry/government groups.

3. Position Purpose

The purpose of this position is to write and manage communications for a range of channels and audiences; maintain website content; create digital communications to support ONZL and its clients.

4. Position Responsibilities

Content writing and distribution

- Write and edit a wide variety of content including: e-newsletters, blog posts, press releases, case studies, event invitations, website and other digital media content
- Maintain and produce website content for multiple client sites, working with CMS platforms such as WordPress
- Set up email newsletters, invites and communications in MailChimp
- Produce content and imagery for social media such as LinkedIn, Twitter and Facebook
- Monitor activity across the digital channels and identify areas for improvement to grow audience reach and engagement
- Assist with co-ordinating the development of new website builds

- Design and setup customer surveys (Survey Monkey)
- Peer review documents
- Additional duties to support the ONZL team members as required.

Organise and facilitate communication-related meetings

- Co-ordinate, prepare and circulate meeting papers for assigned working groups.
- Facilitate meetings via video conference and face to face.
- Provide information for the meeting e.g. reports, clarification of issues discussed or decisions taken in previous meetings
- Write meeting minutes
- Record and monitor action points from meetings
- Co-ordinate and record voting on decisions and issues.

ONZL external responsibilities

All members of the ONZL team have the following responsibilities:

- Building effective working relationships with clients
- Working with integrity, confidentiality and professionalism
- Providing quality and good value for money services to clients
- Looking for new opportunities for ONZL.

ONZL internal responsibilities

ONZL is a relatively small company. It is keen to attract people who want to play a pivotal role in its growth, this requires:

- Working as a close-knit cohesive team
- Being innovative in our approach to our work
- Being committed to the goals of the company and its clients
- Working hard but having fun.

5. Key Relationships

This position will build and maintain effective working relationships with:

- Client CEO's
- Client community leads and staff

6. Experience & Attributes

Qualifications, Experience, Skills and Knowledge

- A minimum of 4 years' experience in a similar role
- Proven writing and editing skills
- Relevant tertiary qualification
- Experience with social media content, blog posts, newsletter creation and other content generation
- Experience using Wordpress, Mailchimp, Hootsuite and Photoshop
- Superb attention to detail with great grammar
- Good eye for design
- Knowledge of SEO practices
- Confident using the MS office suite
- Desktop publishing or design experience preferred, but not essential

Personal Attributes and Values

- Ability to work both collaboratively and autonomously

- High level of integrity, confidentiality and professionalism
- Ability to organise, plan multitask and work to deadlines
- Initiative
- Good decision making and problem-solving abilities
- Strong relationship building skills