



Position Description

Communications and Fundraising Officer – Meri Toksave

Reports to	Communications and Fundraising Manager
Availability	4 hours a week for at least 12 months
Location	Brisbane, AUS Elsewhere in Australia and the Pacific will be considered

An emerging and pioneering youth-led initiative for gender justice in Papua New Guinea

Role purpose

As Communications and Fundraising Officer you will help develop our communications strategy, support our advocacy campaigns, manage our social media presence, expand our supporter and donor base, organise community outreach events, and provide assistance for fundraising, grant applications, and sponsorship partnerships.

This is an unprecedented opportunity to uniquely shape and transform our organisation as we seek to diversify of work and develop new programmes, professionalise our communications presence, expand our partnerships and supporter base, and on board new volunteers.

Role responsibilities

- Help formulate a communications and campaigns strategy;
- Manage our social media presence and website;
- Collate a grants and sponsorship directory and grant application writing template;
- Assist in the creation of a media relations toolkit;
- Develop and implement a fundraising strategy to ensure financial sustainability;
- Organise local community outreach events;
- Retain and grow our membership, supporter, and donor base;
- Build positive working relationships with media outlets in Australia, PNG and the Pacific;
- Develop sponsorship partnerships across the Pacific region and the gender sector;
- Support the Communications and Fundraising Manager in the aforementioned.

Who we are looking for

- A creative, innovative and professional communicator and fundraiser;
- Past experience in media relations, fundraising and sponsorship;
- Past personal or professional experience in Papua New Guinea (desirable);
- Demonstrated interest in gender equality, human rights, and youth empowerment;
- Capacity to build strong, productive working relationships with peers and stakeholders;
- Personal drive and integrity;
- Ability to take responsibility for managing work to achieve results.

What you get out of it

- Contribute to the advancement of gender equality and elimination of gendered violence;
- Build your skills in communications, fundraising, community engagement, and media;

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- Collaborate with like-minded young people;
 - Increased job readiness and employability for a career in development and human rights;
 - Transform a small, pioneering organisation;
 - Learning and development opportunities.
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General conditions

- Act always in accordance with the Meri Toksave Code of Conduct;
 - Act always in accordance with the Meri Toksave Child Protection Policy.
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Application process

To apply for this position, submit the following to t.bain@meritoksave.org:

- Cover Letter (1 page maximum) outlining your motivation, experiences, and skills;
- Resume/CV (2 pages maximum);
- Contact Details for 2 References.

APPLICATIONS ARE BEING ACCEPTED ON A ROLLING, ONGOING BASIS IN 2019

Your application will be considered by a Selection Panel consisting of the Co-Founders. Your personal information will remain confidential within the Selection Panel. Shortlisted applicants will be invited to an interview (either face-to-face or over Skype).

For information about Meri Toksave visit www.meritoksave.org. For more information about this position, contact our Deputy Director Tasman Bain at t.bain@meritoksave.org.

We are dedicated to social inclusion, gender equality, and the empowerment of people with lived experience of domestic and sexual violence. Young people from culturally and linguistically diverse communities, young people with disabilities, young Aboriginal and Torres Strait Islander peoples, and young Pacific and South Sea Islander peoples are encouraged to apply.
