



Careers Communications Officer

We are seeking a passionate individual to join our Communications team as the Careers Communications Officer.

About the role:

The ASEAN-Australia Strategic Youth Partnership (AASYP) is a charitable Australian Company Limited by Guarantee. AASYP is reshaping diplomacy by elevating young people to become leaders in the ASEAN-Australia relationship. We strive to do this by equipping young people with the essential knowledge, skills and platform to engage with pressing regional problems.

The Careers Communications Officer will be responsible for managing the external communications around career development. Their objective is to search for career opportunities to share on AASYP's website and explore potential ways to empower young people's career development through social media campaigns.

All roles at AASYP are currently on a volunteer basis.

Qualities of our desired candidate

- Demonstrated knowledge of social media platforms
- Proficient in written and oral English communication skills
- Proficient in Wordpress and Canva (preferred)
- Attentive to detail
- Proven capability of working independently and as a team member
- Ability to think and plan strategically.
- Demonstrated knowledge of social media platforms
- Excellent time management and organisation skills
- Strong interest in empowering young people's career development and advancing the ASEAN-Australia relationship

Key responsibilities of the Career Communications Officer

- Update the AASYP website with career postings such as conferences, events, internships or job opportunities relevant to ASEAN-Australia affairs and the organisation's target audience on a fortnightly basis.
- With support from the Chief Marketing Officer, develop and execute creative social media campaigns related to career development that engage and reach our target audience of young people across Australia and ASEAN.
- Produce high-quality content including website content, graphics and social media copy.
- Manage our AASYP social media channels: LinkedIn, Instagram, Facebook and Twitter (requiring weekly updates).



- Respond to any direct messages or comments on our social media channels,
- Be the brand guardian for our tone of voice.

Report to:

- Chief Marketing Officer

Commitment:

- March 2020 until January 2021.
- Expected workload of 3-5 hours per week.

For all enquiries contact Jenny Vuu at jenny.vuu@aasyp.org

Application instructions

To apply for this role, please submit the following to apply@aasyp.org.

- CV (no more than 2 pages).
- Create a 1 page plan for a social media campaign that helps to empower young people in their career development.

*If this position interests you, then apply before 12.00 WIB **15 March 2020**.*