

Position statement: COVID-19 Communications Officer

About the Role:

Adelaide PHN is seeking a COVID-19 Communications Officer to join our Data, Quality and Support team.

Responsibilities:

- Upload and promote relevant professional development events and activities relating to COVID-19 via the website
- Develop COVID-19 related communication materials for external distribution
- Maintain and upload COVID-19 information to the website
- Actively monitor and support stakeholder engagement by managing the communications inbox and website for COVID-19 enquiries, and provide external stakeholders with timely support
- Collate appropriate COVID-19 data for use across our publications and resources
- Maintain Adelaide PHN's social media with appropriate COVID-19 information and monitor engagement
- Contribute to the maintenance of stakeholder marketing and mailing lists via our CRM database
- Support the development and dissemination of internal COVID-19 communications to staff
- Develop and collate content for inclusion in our publications (fortnightly e-newsletter, quarterly newsletter and annual reports)
- Attend internal COVID-19 meetings
- Support some day-to-day communications functionality

Skills/Knowledge/Experience:

- Exceptional communication skills, both written and verbal
- Ability to work autonomously and show initiative
- Relevant experience or tertiary qualifications in communication or marketing
- Outstanding eye for detail and editing skills
- Marketing experience desirable
- Ability to manage conflicting deadlines and requirements
- An enthusiastic personality with a proactive and creative mindset
- Backend website experience desirable