



## COMMUNICATIONS OFFICER

WWW.PLAYITON.COM.AU



### ORGANISATION DETAILS

Play it On is a social enterprise that aims to address the barrier of lack of finances for families that inhibit children's opportunity to play sport. Play it On is based on the philosophy that 'consumerism for purpose' is a sustainable solution for meeting both customers' needs, environmental and social needs. [www.playiton.com.au](http://www.playiton.com.au)

### HOW TO APPLY

Apply online via [www.sparetime.online/playiton](http://www.sparetime.online/playiton) before 5pm Friday 15 November

### WHERE TO GET MORE INFO

Email: [hello@sparetime.online](mailto:hello@sparetime.online) or [theresa@playiton.com.au](mailto:theresa@playiton.com.au)

Phone: 0475-447-291  
[www.playiton.com.au](http://www.playiton.com.au)  
[www.sparetime.online/playiton](http://www.sparetime.online/playiton)

### WHAT YOU WILL DO

The Play it On Communications Officer will manage the social media presence and coordinate proactive and reactive communications for the organisation. You may also be required to speak in public about the organisation from time to time.

### WHAT YOU WILL KNOW

You will have a background in social media platforms and PR. This role could be suitable for a current student keen to develop a skill set in this sector.

You will have the following skills and experience:

- A working knowledge of social media platforms and channel-specific content creation and management;
- Knowledge of e-marketing production including MailChimp;
- Experience in public speaking and relationship cultivation;
- An understanding of social media metrics analysis and its use in strategy development;
- The ability to write media releases and manage media enquiries;
- Excellent verbal and written communication skills

### WHAT YOU ARE COMMITTING TO

You will be committing to an ongoing volunteer role as the Play it On Communications Officer. This will be reviewed on an annual basis to make sure that the role is still suiting your needs and the needs of Play it On.

Hours Per Week: 2-10hours.

Salary: This is a volunteer role.

Commitment: ongoing (reviewed annually)