

COMMUNICATIONS ASSISTANT

About Infrastructure Partnerships Australia

Infrastructure Partnerships Australia is an industry think tank and an executive member network, providing research focused on excellence in social and economic infrastructure. We exist to shape public debate and drive reform for the national interest.

About the role

Australia's leading infrastructure think tank is looking for a communications assistant to join its team of external affairs professionals.

If you have experience in communications, media, public relations or in creative and digital roles, we encourage you to apply.

Responsibilities

- Daily monitoring and tracking of media relevant to the infrastructure sector
- Management of all social media channels including LinkedIn
- Drafting proactive social media posts for report and data product Releases
- Monitoring and tracking Infrastructure Partnerships Australia's presence in the media
- Assisting the Media and Government Relations Advisor in the development and implementation of public affairs campaigns
- Assist with preparation and distribution of member communications, including Infrastructure Partnerships Australia's weekly Members' Newsletter
- Assisting the Digital Designer in video production.
- Previous experience in the following is advantageous but not essential: Figma, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Premiere Pro, After Effects, OBS (Open Broadcast Software)
- Undertaking other relevant duties as assigned by the Director of External Affairs.

To apply

Please send a covering letter and CV to Boronia Blow, Director, External Affairs at boronia.blow@infrastructure.org.au