



COMMUNICATIONS OFFICER

Would suit someone looking for an additional day.

Permanent Part Time - 7 hrs/week

Salary and Conditions based on the SCHCADS Award, Level 4

Pay Rate in accordance with qualifications and experience

Work in the heart of Greenacre's CBD

Benefits

We support our staff to meet their work/life balance aspirations and wherever possible we aim to show flexibility with start and finish times. Some of the other ways we support our staff include:

- Bonus 3 days over Christmas period after a qualifying period
- Salary Sacrifice
- Access to external training and staff development opportunities
- Friendly and supportive team environment working towards a shared vision
- Access to Employment Assistance Scheme (EAS)
- Salary Packaging

About the Opportunity

The position is funded by the Department of Communities and Justice (DCJ) as part of the CAFS Program.

The program's target group includes vulnerable children, youth, families and communities. Priority Groups include refugees, migrants, CALD communities, social housing tenants, grandparents and single parents.

Organisation's Description

The organization is a non-government, not-for-profit place-based community centre, dedicated to serving communities through support services, community engagement and program delivery. We offer a safe, welcoming space for all, with a focus on expanding opportunities for people who are vulnerable and disadvantaged. We have an inclusive and respectful culture that values diversity within our team and the contribution of our staff to the organisation's goals. We are committed to the safety and wellbeing of our staff, volunteers and clients.

Our vision

An inclusive, empowered, and engaged community

Our Values

Ethical: We work in a way which is honest, right, and fair I'm bold

Socially Just: We advocate for equality. We support people to improve their lives and claim their human rights.

Inclusive: We work to create a community where everyone feels they belong, no matter who they are, where they are from, or what their life journey has been.

Collaborative: We promote genuine community engagement and participation. We listen to the community so we can continually improve. We build partnerships, and collaborate with our colleagues inside and outside of the organisation.

Creative: We use our imagination, energy, and resourcefulness to find new and innovative ways to achieve our Vision

Sustainable: We operate in a way that supports environmental, social, and economic sustainability.

For further information about our services, programs and our community impact, visit <https://www.gacc.org.au>

Role Description

The Communications Officer is an on-site role based in Greenacre, NSW. This position is responsible for undertaking all aspects of the Centre's internal and external communications and supports the implementation of our Marketing Strategy.

Day-to-day tasks include researching, writing and editing content for e-newsletters and publishing same via multiple channels, website updates, social media posts, internal communications and creating promotional material for the various programs.

The Communications Officer will help implement strategic communication plans, coordinate with program staff to gather stories and data, and maintain consistent messaging across all channels.

The role also involves monitoring media coverage and drafting responses where appropriate, liaising with designers to produce the Annual Report, other publications, internal/external signage, managing style guide to ensure consistency across all publications, updating contact lists, supporting community event promotion and photographing events, maintaining an image database/library and ensuring that communication activities align with the organisation's values and goals.

About You

You are a skilled and experienced communications professional with a track record of achieving positive results that make a difference.

You are creative, flexible and have a can-do approach to problem solving.

You thrive in a dynamic environment with a small team of dedicated workers who strive to support the community.

You achieve satisfaction knowing your work makes a difference every day

Qualifications & Skills

Essential:

- Relevant degree in communications, public relations, media, journalism, or a related field
- Minimum 3 years employment experience in a similar role
- Strong writing and communication skills, including experience creating clear, engaging content for diverse audiences including CALD communities.
- Demonstrated ability to develop press releases and manage media relations in support of organizational objectives.
- Experience in strategic communications, including planning and implementing communication initiatives and campaigns.
- Understanding of media landscapes and best practices for working with journalists, partners, and stakeholders.
- High level of attention to detail, planning and organizational skills, and ability to manage multiple tasks and deadlines.
- Ability to work with minimal direction and collaborate effectively with the staff team.
- Commitment to the mission and values of the community services sector.

Desirable:

- Experience in a community setting/community services or community advocacy settings is an advantage.
- Relevant community language

How to apply

Email your CV together with a statement addressing the qualifications and skills criteria above, to: eo@gacc.org.au

For further information on this opportunity, please call the Executive Officer on 0406 063 949 or send an email to eo@gacc.org.au

If successful, you will need to undertake a national police history check, qualifications and referee checks and have a current WWCC or willingness to obtain.

Closing Date: 5pm - Monday 7 September 2026 .