

Short Term Communication, Marketing and Promotion Work

ONSW invites applications in any, or all of, the following short-term, casual work. One or more persons may be employed.

Most of the work will cover marketing and communication responsibilities while current officer is on long service leave.

Hours are flexible and will be determined by mutual agreement about the work to be undertaken.

The period of employment will be from Monday 24 May 2021 to Friday 16 July 2021.

Inquiries may be addressed to President Robyn Pallas president@onsw.asn.au, or 0404 845 601

Applications should be submitted to the ONSW Secretary secretary@onsw.asn.au by Wednesday, 19 May 2021.

1. Collect and/or write, edit and post stories and photos on the ONSW social media platforms FaceBook, Twitter. These platforms both provide both internal communication to NSW orienteers and promote orienteering to the public.
2. Write and produce weekly Members e-Bulletin and fortnightly Casuals e-Bulletin.
3. Promote orienteering events to the public including QBIII, regional schools championships, junior training camps, Waggaroos interclub series, and special club events by working with clubs, contact relevant media, preparing and submitting media releases.
4. Act as ONSW photographer at specified events and for other identified purposes.
5. Identify outlets for media items on orienteering, then research, prepare and submit items.
6. Maintaining NSW orienteering event calendar with Planning Director.
7. Other duties as directed by the ONSW Executive Team

Selection criteria should address the applicant's:

- Journalistic, marketing and/or promotion work relevant to some or all of the jobs described.
- Interpersonal skills relevant to working in a largely volunteer environment including both ONSW (the state orienteering association for NSW) and its fourteen clubs
- Level of experience in using Word and Excel
- Technical experience in the support of online publication, e.g. websites, FaceBook, Twitter and/or MailChimp
- Communication skills relevant to multiple sports audiences