



Communications Officer

We are seeking an experienced Communications all-rounder to join a small team campaigning to improve conditions for mining and energy workers.

The successful candidate will be flexible and creative with broad experience including media relations, social media management and content development, with an ability to use communications tools to engage members and promote the strategic interests of the union. Excellent writing skills are a must.

Work will be varied and include writing stories for our monthly e-newsletter, producing content for our social media platforms, managing content on our website, assisting in the development of reports and submissions, developing and implementing campaign plans and working with our officials, organisers and contractors on a variety of projects as required.

The position is based in the national office of the Mining and Energy Union in Sydney.

The role offers a fantastic opportunity to work with a dedicated, supportive team and campaign on issues of national interest and significance.

Key responsibilities:

You will work with the Policy and Communications Director to:

- Produce the monthly Common Cause e-newsletter
- Assist with managing media enquiries including drafting media releases and sourcing accurate information
- Daily oversight of social media channels including graphic and video content production
- Produce flyers and other workplace or campaign materials
- Maintain website content to keep it relevant and up to date
- Attend events requiring some regional or interstate travel
- Provide general communications support and advice as required.

Required skills and experience:

1. Demonstrated ability to write concise and engaging copy for web, social media and media releases
2. Demonstrated experience managing organisational social media accounts
3. Demonstrated experience working on communications campaigns to boost membership and/or deliver political change
4. Demonstrated ability to advise on messaging and communications strategies in a complex environment
5. Basic design skills.

The successful candidate will be able to juggle competing priorities and respond to emerging issues. Trade union values are essential. Experience in a member-focused organisation would be beneficial.



- Salary range dependent on demonstrated skills and experience
- 15% superannuation
- Attractive conditions

To apply, please send your CV with a cover letter addressing required skills and experience to jwoods@meu.org.au. If you have any questions, please contact Jackie Woods on (02) 9267 1035.