Communications Officer – Adelaide

FamilyVoice Australia is a leading national Christian voice in the civic arena for family, faith and freedom – honouring marriage, respecting human dignity, encouraging parents, promoting Christian values and defending democratic freedoms. We have active branches in all Australian states and a total full-time team of 15 enthusiastic and dedicated people.

We are seeking a capable, enthusiastic and dedicated Christian as Communications Officer at our national office in the Adelaide CBD. The position involves a range of journalism and promotional responsibilities.

You will be a committed Christian in good standing with your church and aligned with FamilyVoice’s ministry. You will be a self-starter with a servant heart, an organised and committed team player, with good written and verbal communication skills, qualifications or equivalent experience in journalism, communications, public relations, marketing or similar, and experience with office and creative design computer applications. You will join a small team in our busy national office to assist in the production of our printed and digital publications, website and promotional material.

This full-time position offers great variety and scope for growth in a fast-paced environment and provides a unique opportunity to make a real difference to Australian society for Christ. Your work would generally be during our normal office hours of 9 am to 5 pm, Monday to Friday, and occasionally at other times.

Available on request are recent copies of FamilyVoice’s national magazine VoxPoint and state newsletter VoxLink as well as papers on the Cultural Commission and Priorities for Christians Engaging our Culture. See also our website at www.fava.org.au

The responsibilities of the position include:
- research, writing and editing – for our publications and promotional material;
- graphic design – layout of publications and promotional material;
- photography – taking and editing photos to illustrate publications and promotional material;
- website – maintenance and development of our website and other new media;
- media releases – on current federal and state issues concerning family, faith and freedom;
- communications – training and assisting other FamilyVoice staff with their communications;
- fundraising – designing promotional material for fundraising purposes; and
- miscellaneous – assisting as required with other FamilyVoice activities.

If you wish to apply for the position, please supply the following information:
- personal details – full name, address, phone, email, date and place of birth, citizenship, family;
- church involvement – church attended, current and previous responsibilities or ministries;
- your view of the role of FamilyVoice Australia;
- education and training – e.g., school results, official tertiary academic record, other education or training and keyboard speed;
- relevant work experience – in journalism, communications, public relations or marketing, etc.;
- examples of your writing and graphic design of publications and promotional material;
- references – from your church minister and a previous employer (if applicable).

For more information and expressions of interest, please email Dr David Phillips, National Director, FamilyVoice Australia at job@fava.org.au – applications close on Friday, 29 May 2015.