RECONCILIATION AUSTRALIA

POSITION DESCRIPTION

Job title:	Communications Officer
Reporting to:	Communications Manager
Classification level:	RA Level 3
Salary Range:	$76,500 – $86,000 per annum plus superannuation
Term:	Full-time
Location:	Sydney preferred
Reviewed:	October 2026

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is an Australia that embraces our shared histories and honours the unique cultures, rights and aspirations of Aboriginal and Torres Strait Islander people. Our purpose is to inspire and enable all Australians to meaningfully contribute to the work of reconciliation and our organisational objective is to equip our partners to take actions that have impact, value and advance Aboriginal and Torres Strait Islander self-determination.

ROLE

The Communications Officer is an integral part of the Communications and Engagement team and contributes to both the daily work and project planning of the unit. This position will champion the cause and practice of reconciliation, working closely and cooperatively across all areas and teams of Reconciliation Australia under the direct supervision of the Communications Manager.

DUTIES

Communications activities and content	• Produce and edit content as directed and/or as strategically required, to deadline, for RA channels and mediums such as website, social media, EDM, print and digital resources and reports. • Coordinate design and publishing of resources and other materials as required within the Comms team and across program teams. Contribute to website content development and day-to-day monitoring. • Project coordination and reporting. • Efficiently and accurately respond to, or direct email and phone enquiries from stakeholders, media and the wider

DUTIES	
	public.
Events and campaigns	• Contribute to RA events management and delivery as required, including media and stakeholder engagement events. • Assist in the development and organisation of campaigns for events, displays and launches such as National Reconciliation Week and other RA events.
Other	• Undertake other tasks and communications roles related to the promotion of reconciliation as directed by the Communications Manager.

SELECTION CRITERIA

Essential:

1. A demonstrated understanding of Aboriginal and Torres Strait Islander peoples, cultures and issues.
2. Display relevant experience and understanding of applying design, publishing and general digital content production skills as part of an organisational communications team.
3. Demonstrated applied experience with Microsoft 365 suite, Canva, Acrobat pro and/or other design/production software, and project management tools.
4. Demonstrated experience with website content management platforms including WordPress.
5. Understanding of principles of online content management including accessibility and user experience (UX) principles.
6. Strong written communication skills with the ability to communicate effectively and accurately to a broad range of audiences.
7. Demonstrated ability to work independently and as part of a team, portraying organisational and time management skills with attention to detail.
8. A demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

Desirable:

1. Qualifications in communications and/or marketing and a minimum two years' experience in a related organisational role.