

NHWNT Marketing and Administration Officer

- Location:** Parap, Northern Territory
- Remuneration:** \$27p/hour based on a 15 hour week.
- Reports to:** This role reports to the NHWNT Executive Officer
- Primary Objective:** To coordinate and administrate the NHWNT marketing and business activities. Support the growth of NHWNT across the NT.
- About NHWNT:** Neighbourhood Watch NT is a not for profit community-based crime prevention organisation first established in the Northern Territory in 1988. Neighbourhood Watch NT delivers programs that empower people to take responsibility for their own safety and encourages collaborative crime prevention partnerships between the community and the Northern Territory Police.
- NHWNT is governed by a Board of Management. Our current team includes an Executive Officer and Police Support Officer (NT Police) both based in Darwin and a Regional Coordinator in Alice Springs.
- Responsibilities:** This is a new role within our Organisation. Your responsibilities will include:
- Promotion of the NHWNT resources, campaigns and messaging
 - Content development and maintenance of the NHWNT website and social media avenues
 - Assist with Event Coordination and volunteer management across the NT
 - Create quarterly Newsletters and distribute to the NHWNT Membership
 - Management of the stock and distribution of NHWNT promotional merchandise
 - Preparation and collection of articles for the National Journal
 - Assist with the project management of NHWNT public awareness and community engagement campaigns
 - Create and deliver relevant content for regular communication to the NHWNT Membership
 - Assist and support the Regional Coordinators throughout the NT
 - Ensure all reporting requirements are meet
 - Management of the NHWNT Membership database and training system
 - Design of Marketing material in line with the NHWNT Style Guide

Key Selection Criteria

- Excellent time management and administration skills
- Proven experience in a marketing, events or administration role
- Proven experience of web copy writing (*desirable*)
- Marketing / media qualifications (*desirable*)
- Experience with Adobe InDesign or other graphic designer Programs (Desirable)
- Excellent attention to detail
- A passion for community safety
- The ability to work independently and be a team player
- Excellent communication skills
- Reliable with a high level of integrity
- Must qualify for a NT Ochre Card
- An innovative self-starter

How to Apply:

If you would like to apply for this exciting new position please send your resume and an cover letter detailing your relevant experience to:

Ms Hannah Finbow
Executive Officer NHWNT
e: nhwnt@nhwnt.org.au

If you require further information please contact Hannah on 0458 000 910, or the email address above.