



InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Position	Communications Coordinator
Reports to	Managing Director, InsideOUT Board
Location	Wellington, New Zealand
Date	June 2021
Job Objectives	<p>As InsideOUT's Communications Coordinator you will have responsibility for managing our external communications.</p> <p>You will be responsible for overseeing InsideOUT's external communications through our website and social media presence, a regular newsletter and assisting with media releases. You will assist with tasks such as graphic design, photography and videography to enhance our communications.</p>

Essential Job Results

Communication

- Maintain the InsideOUT website
- Maintain an effective online presence through InsideOUT's social media
- Carry out graphic design, photography and videography or liaise with external parties to enhance our communications as required
- Coordinate the design of InsideOUT promotional materials and social media content (with external designers where required)
- Develop and run digital campaigns for relevant community awareness days
- Develop and deliver key communications to InsideOUT audiences including the annual report and regular newsletters
- Liaise with other staff members and volunteers of InsideOUT to assist with promotion of campaigns, events, opportunities and achievements online
- Liaise with other organisations to promote research, opportunities, campaigns and kaupapa online which align with InsideOUT's kaupapa.
- Assist the Managing Director with proactive media campaigns and media releases on behalf of InsideOUT.
- Analyse the effectiveness of ongoing communications through tools such as social media and Mailchimp analysis and identify opportunities for improvement
- Support the creation of communications plans for InsideOUT and our projects/campaigns as required.

Misc

- Assist InsideOUT with other tasks as required, as time in the role allows or by other agreement. This may include things such as representing InsideOUT at events or meetings, workshop facilitation, technical or administrative tasks.
- Take part in relevant training, meetings or other tasks to support InsideOUT's journey to honour Te Tiriti o Waitangi.

Availability

- Due to the part time nature of the role, it will not be possible for the Communications Coordinator to always be available during standard working hours. It is expected that any message sent to the coordinator (including phone messages, text messages and emails) will be responded to within a week.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the Communications Coordinator and relevant parties on a case by case basis.