

# MARKETING & COMMS ADMINISTRATOR



<b>Role Title</b>	Marketing & Communications Administrator
<b>Area</b>	Corporate and Communications
<b>Unit</b>	Marketing & Communications

## ROLE PURPOSE

The Marketing and Communications Administrator proactively supports Marketing and Communications activities and projects. This position focuses on the servicing of sponsorship and supplier relationships, the delivery of events, and collating information to support decision making and reporting.

## KEY PERFORMANCE AREAS

- Provide general administrative assistance for all marketing and communications initiatives.
- Support stock management and distribution of NSWIS uniform to athletes and staff.
- Support the team to deliver communication initiatives that build the profile of the Institute, our athletes, coaches, and sport programs (media opportunities, NSWIS digital media platforms, publications, and electronic communications).
- Support the development, implementation and delivery of innovative strategies that strengthen NSWIS commercial partnerships.

## KEY CHALLENGES

- Developing relationships with key stakeholders to support business outcomes.
- Prioritising tasks and projects with conflicting deadlines to meet stakeholder needs.

## ROLE REQUIREMENTS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>➤ Experience working in administration or events.</li><li>➤ Strong customer service skills and ability build relationships with stakeholders.</li><li>➤ Ability to multi-task and manage projects.</li><li>➤ Experience working collaboratively as part of a team to achieve outcomes.</li></ul>	<ul style="list-style-type: none"><li>➤ Ability to multi-task and manage projects.</li><li>➤ Experience working in a multidisciplinary team to achieve deadlines.</li><li>➤ Relevant tertiary qualification (e.g., Marketing, Business, or similar).</li></ul>

## DIVERSITY

We support workforce diversity and are committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

## SAFETY

We recognise that children and young people require special care and attention to feel safe and we are committed to protecting and prioritising the safety of children and young people involved in our programs and services. We actively undertake measures to ensure the safety of children and young people, athletes, and vulnerable people in our physical, digital, and cultural environment.